

## **Stated Clerk (Presbytery) – Presbytery of the Coastlands**

The Presbytery of the Coastlands is in central New Jersey and was created in March 2021 from portions of three of New Jersey's seven previous presbyteries. This new collection of over 70 congregations and worshipping communities – rural, suburban, and urban, some thriving, some in transition, and some coming to the end of their time as independent entities – has 70 pastors; 85 honorably retired ordained clergy, 30 clergy serving in validated ministries ranging from chaplaincies and seminaries to PC(USA)'s Board of Pensions; and 41 members-at-large. Our year-old presbytery is trying to discern the intertwined needs of this community of about 13,500 Presbyterians and God's plan to meet these needs with energy, intelligence, imagination, and love.

### **The Stated Clerk Position**

This will be a part-time position, averaging 22.5 hours per month, with more hours during months that include presbytery meetings and fewer hours during the other months. Please refer to the attached Position Description for job responsibilities and salary/benefit information. We expect the Stated Clerk to have at least 2 – 5 years of experience as a moderator of a session, a clerk of session, or a stated clerk of a higher council.

Interested and well-qualified candidates should send a personal letter of interest and resume or CV to: [kim@towerhillchurch.org](mailto:kim@towerhillchurch.org). Please include your name in the subject line and your documents should be clearly titled with your first and last name in a PDF format. Documents must be received by September 30, 2022.

**PRESBYTERY OF THE COASTLANDS**  
**STATED CLERK**  
**POSITION DESCRIPTION**

**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 regarding the office of the stated clerk and the following provisions.

**PRIMARY DUTIES AND 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-Leaders in preparation for Presbytery and elected leadership team meetings.
- Serving as the Parliamentarian for the Presbytery and elected leadership body, providing guidance 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 Presbytery.
- Preserving the Presbytery's minutes and rolls, and furnishing extracts as required.
- Providing support and training to the clerks of session as needed regarding their responsibilities as set forth in the Book of Order.
- Leading the Presbytery's review of Session records and providing Presbytery records to the Synod for review; assist and provide training sessions on recordkeeping on request of session moderator or clerk of session.
- 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 Commission on Ministry (COM) and Commission on Preparation for Ministry (CPM).
- Providing resources to both the COM and CPM by processing calls, covenants, dissolutions, and transfers.
- Participating in the work of the Church beyond the bounds of the Presbytery, attending, when possible, clerk's meetings, leaders' gatherings, etc.
- Serving as Secretary of the corporation (Board of Trustees), preparing and certifying Presbytery actions regarding church corporate matters as required by the civil authorities and providing information and resources to attorneys retained by the Presbytery in legal matters.
- Convening the Permanent Judicial Commission (PJC) when needed and
  - Staffing the PJC as specified in the Rules of Discipline
  - Providing training and support for the PJC, administrative commissioners, and investigating committees.
- Delegating some of these responsibilities to other elected leadership or staff as appropriate.
- Overseeing the management of the Presbytery's real property.

## **QUALIFICATIONS**

- A strong and growing faith in God in Jesus Christ and grounded in a solid understanding of Reformed Theology.
- A Ruling Elder or Minister of Word and Sacrament in Presbyterian Church (U.S.A.).
- A thorough knowledge of and deep appreciation for Presbyterian polity as well as *The Constitution of the Presbyterian Church (U.S.A.)* and the ability to apply it appropriately and flexibly to situations and to interpret it to others.
- Demonstrated competence with *Roberts Rules of Order* and the ability to apply it appropriately and flexibly.
- Strong managerial, organizational and time management skills, with the ability to set and adhere to deadlines.
- A strong pastoral presence, with a collaborative and flexible spirit.
- The ability to communicate effectively orally and in writing and using electronic communication technologies.
- The ability to be discreet with confidential information and matters.

## **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. The Stated Clerk shall also serve as the secretary of the corporation (Presbytery Board of Trustees).
- The Moderator, Presbytery Co-Leaders, Treasurer, 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.
- Ruling and teacher elders as a support and a resource, particularly session clerks.

## **ACCOUNTABILITY**

The Stated Clerk is elected by the Presbytery and accountable to the Presbytery through the Personnel Team. The Stated Clerk will also work closely with the Presbytery Leader/Head of Staff.

## **EVALUATION**

The Personnel Team of the Presbytery will review the work of the Stated Clerk on an annual basis.

## **COMPENSATION**

The position is part-time with an approximate salary of up to \$34,000, commensurate with experience. Specific details regarding salary and benefits will be proposed at the time the position is offered.