

Presbytery of San Francisco
Stated Clerk (Part-Time, Exempt)
Position Description

Purpose: The position of Stated Clerk serves the Presbytery by performing administrative functions required by the Form of Government related specifically to records and minutes of the council, rolls and change of status of minister members and candidates, and other duties of an officer as assigned.

Responsibilities

1. Accountable for carrying out the duties of the Stated Clerk in conformance with the Constitution of the Presbyterian Church (USA).
2. Serve as staff resource for the Bills, Overtures, and Session Records (BOSR) Committee and the Permanent Judicial Commission (PJC), and any Administrative Commissions as needed.
3. In cases of judicial process the Stated Clerk maintains records of PJC members, both current and those whose terms have expired in order to carry out Rules of Discipline requirements. When a remedial or disciplinary case is initiated, the Stated Clerk will consult with the PPMV, Personnel Working Group and MVL to determine how administrative staff resources will be assigned or provided for that case, i.e., paid or volunteer.
4. Works closely with officers and Meetings Working Group to prepare Presbytery Meeting agenda. May advise on specific meeting procedures to accomplish the actions proposed by committees, may provide advice on meeting site requirements and hosting through written material, checklists or consultation.
5. Prepares Presbytery Meeting docket, packet and related administrative duties, may be required to advise on language of specific motions to be presented at meetings to assure conformance with Constitution.
6. Attends as “ex officio” committees of presbytery as required by Standing Rules.
7. Receives the reports of names of minister members, changes in status, records of ordinations and installations, and other required records and certifications; transmits such records as required to the Office of the General Assembly.
8. Record the transactions of the presbytery, maintain records and minutes of stated meetings, preserve records and furnish and verify records.
9. Act as parliamentarian at stated meetings of the Presbytery and at other meetings as assigned. May interpret the Constitution of the PC (USA) as requested or necessary.
10. May provide orientation and resource to elected General Assembly Commissioners, before and during GA; or may recruit volunteers to consult as needed.

Accountability: As an employee of the Presbytery of San Francisco, the Stated Clerk is elected by Presbytery to a defined term of service. The position is designated as Part Time, exempt. The position is subject to review by the Personnel Working Group and the Mission Vision Leadership Commission.

Requirements: The Stated Clerk must be a Minister of Word and Sacrament or an ordained Elder of the PC (USA), must be familiar with the Constitution and with parliamentary procedure.

Skills and Abilities: Effective written and verbal communication skill; proficient in office computer applications, such as Office 365; ability to work collegially with other presbytery staff, church staff, and presbytery members.

The Stated Clerk position is approximately Part-time, and includes Health benefits.

Accepting Applications until **August 31st**. Please send applications and resume to:
statedclerksearchteam@sfpby.org