

Title: Stated Clerk & Office Administrative Assistant

Weekly hours: 12-15 hours per week (Part-time)

Purpose: To provide administrative support for the Office and the Stated Clerk, this includes Recording Clerk duties.

There are **three** components to this position:

1. Assistant to Stated Clerk:

- a. Provide administrative support to the Stated Clerk
- b. Assist with correspondence on behalf of the Stated Clerk
- c. Aid in maintaining Minister Rolls and files (Receive reports from COM and Presbytery meetings on ministers' status. Work with Stated Clerk to maintain accurate listing of the GA Minister Roll of all minister members of the Presbytery. Meet periodically with COM Resource Manager to note and make corrections to GA's quarterly fineline report.)
- d. Help prepare materials for the Presbytery meetings, as tasked by the Stated Clerk and Administrative Coordinator.
- e. Help prepare the PPT (Powerpoint presentation for the Presbytery meeting)
- f. Attend Presbytery meetings
- g. Help facilitate registration at Presbytery meetings

Statistical Reports (*Annually*):

- h. Assist the administrative staff of the Presbytery with the annual mailing to Clerks of Session with instructions, login and password to the Statistics of the Church program.
- i. With Stated Clerk, encourage and assist Clerks of Session to file Statistics of the Church and the Clerk's Annual Questionnaire (CAQ).
- j. Maintain spreadsheet of Statistics of the Congregations submitted annually by Clerks of Session.
- k. Annually, print Statistics of the congregation reports and place copy of their statistics in each congregation's file.

2. Recording Clerk Duties:

- l. Presbytery Minutes
 - i. Prepare for each presbytery meeting by studying the detailed docket and packet and start working on the minutes. Receive minutes draft after the meeting, edit to an acceptable format, and send them to the Stated Clerk for corrections and to finalize. Once finalized, send for posting to the next meeting packet. Print sign (and get Stated Clerk's signature) and file after the minutes are approved.

- ii. Assist Stated Clerk in preparing for every year review of the Presbytery minutes done by the Presbytery Stated Clerks throughout the Synod of the Pacific. (Presbytery minutes review is done usually in the fall).

3. Office Admin Support:

- m. Help maintain all Presbytery data and files (office, churches, committee member rolls & Ministers' directories and database)
- n. Help maintain NOM status report
- o. Help facilitate mailings and reporting
- p. Help log checks
- q. Provide hospitality
- r. Mail/email distribution
- s. Answer phones

Qualifications/skill-sets:

- Listens with respect to others and engages in interpersonal communication with compassion and integrity.
- Proficient knowledge of needed software programs and web-based applications, which may include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Adobe, Microsoft Publisher, Google Drive and Docs, and familiarity with using database programs. Experience with WordPress and MailChimp helpful. Willing and able to apply advanced features in software and applications, and learn new programs and applications as needed.
- Demonstrated administrative and organization skills, including use of office equipment (telephone system, photocopier, laminator, scanner, etc.).
- Desire to support the Presbytery, with an ability to maintain confidential information as required.
- Self-directed with ability to manage multiple priorities and projects.
- Excellent interpersonal and people skills, discretion, and ability to work graciously and collaboratively with staff, ministries, volunteers, and lay people.
- Strong oral and written communication skills, including excellent proofreading skills.
- Attention to detail to produce high quality work; able to follow projects, ideas, and needs through to completion.

Reports to the Communications and Administrative Coordinator