**Presbytery of San Francisco**

**Stated Clerk (Half 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. Stated Clerk serves as the Presbytery's parliamentarian and interprets the Constitution of the Presbyterian Church(USA). The Stated Clerk fills an essential role in representing the values, vision, and goals of our Presbytery.

**Responsibilities**

1. Accountable for carrying out the duties of the Stated Clerk in conformance with the Constitution of the Presbyterian Church (USA). Serve as staff resource for the Bills & Overtures, Session Records Review Committee and the Permanent Judicial Commission (PJC), and any Administrative Commissions as needed.
2. Serves as corporate administrator for the Presbytery.
3. In cases of judicial process, the Stated Clerk maintains records of PJC members, both current and those whose terms have expired to carry out Rules of Discipline requirements. When a remedial or disciplinary case is initiated, the Stated Clerk will consult with an executive partner, Personnel Working Group, and Mission and Vision Leadership Committee to determine how administrative staff resources will be assigned or provided for that case, i.e., paid or volunteer.
4. Works closely with the Executive Partners and Meetings Working Group to prepare Presbytery Meeting agenda. Advises on specific meeting procedures to accomplish the actions proposed by committees, 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. Serves as "ex officio" on 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 necessary 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. Interpret the Constitution of the PC (USA) as requested and be a resource to Clerks of Session.
10. Provide orientation and resources to elected General Assembly Commissioners, before, during, and after 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 for a three-year term of service. The term is renewable. The SC reports to one of the Presbytery Executive Partners in a Head of Staff supervisory role. The position is subject to review by the Personnel Working Group and the Mission Vision Leadership Committee.

**Requirements:**The Stated Clerk must be in good standing as a Ruling Elder or Minister of Word and Sacrament in the Presbyterian Church (USA). Proven knowledge of the Book of Order, Presbyterian Polity, Robert's Rules of Order, and PCUSA structures and resources. Work entails at least two days at the presbytery office, including Tuesdays.

**Resources**: The Presbytery will provide access to a laptop computer, and support for cell phone service and remote internet access. Training and access will be provided for the database and cloud document storage. Participation in professional groups and conferences that are relevant to the position will be recommended by Mission and Vision Leadership and supported by the Presbytery.

**Essential Gifts, Skills and Abilities:**Effective written and verbal communication skills; proficient in office computer applications and databases, such as Office 365. Be willing to learn new programs as needed. Collaborative team player, invested in best outcomes for all staff colleagues, Presbytery leaders, ministers, and churches. Integrity, trustworthiness, approachable, prompt in responses, and respectful in all interaction.

**Supervision:**  Provide work direction and support for the Admin to the Stated Clerk.

**Compensation:** The Stated Clerk position is designated as Part Time (25 hours per week), Exempt and includes Health Benefits. Effective Salary is in the range of $45k-50k.

Accepting Applications until ***May 1,2023.***

Please send applications including references and resume to: [search-clerk@sfpby.org](mailto:search-clerk@sfpby.org)