
Synod of the Covenant

Position Description: Stated Clerk

Purpose

As ecclesiastical officer of the Synod of the Covenant, the Stated Clerk fulfills all duties required by Constitution of the Presbyterian Church (U.S.A.). As a member of the staff, the Stated Clerk supports and assists the Synod Executive in advancing the mission and ministry of the Synod, particularly through managing its general ecclesiastical operations. The Stated Clerk shall be a Minister of the Word and Sacrament or a Ruling Elder in the Presbyterian Church (U.S.A.) and shall reside within the Synod of the Covenant.

Responsibilities

- I. *Constitutional Responsibilities:* The Stated Clerk shall fulfill all duties required by the Constitution of the Presbyterian Church (U.S.A.), including but not limited to:
 - a. Record all transactions of the Synod;
 - b. Keep the Synod's rolls of membership and attendance, and maintain any required registers;
 - c. Preserve the Synod's records and furnish extracts of them when required by another council of the church;
 - d. Maintain rosters annually of all Synod committees, commissions, and other boards;
 - e. Fulfill all required functions to facilitate judicial process in accordance with the Rules of Discipline.

- II. *Presbytery Support:* The Stated Clerk provides support, including but not limited to:
 - a. Serve as the Synod's primary liaison with presbytery stated clerks, providing polity guidance or assistance as requested;
 - b. Coordinate the annual review of presbytery minutes for approval by the Synod Assembly;
 - c. Provide training to presbytery Permanent Judicial Commissions as needed and requested by presbytery stated clerks;
 - d. Assist the Executive in strengthening the relationship between presbyteries and the Synod;
 - e. Represent the Synod, at the request of the Synod Executive, at meetings, worship services or other events in the presbyteries of the Synod.
 - f. Provide support and training to assist presbyteries in performing constitutionally required functions, including insuring functioning committees on representation

- III. *Synod Assembly Support:* The Stated Clerk provides support for the Assembly and committees:
 - a. Prepare the docket for each Assembly meeting to be proposed for adoption by the body and posts it on the Synod website;
 - b. Receive all documents and reports from Synod committees and commissions and ensure their dissemination and consideration by the Synod Assembly and on the Synod website;
 - c. Facilitate worship at Synod Assembly meetings, in coordination with the Synod Executive;
 - d. Support the Moderator in facilitating Synod Assembly meetings, including preparation of a script docket or other materials as the Moderator may request;
 - e. Maintain and publish a current copy of the Synod Bylaws, Standing Rules, and all administrative policies for inclusion in the Synod Manual of Operations and post on the Synod website.
 - f. Preparing annually any necessary amendments or corrections to the Synod Bylaws or Standing Rules, for approval by the Synod Assembly;

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- g. Keep minutes, or appoint a recording secretary to do so, for all stated and called meetings of the Synod Assembly;
 - h. Serve as parliamentarian during meetings of the Synod Assembly;
 - i. Prepare Synod minutes for submission and review by the General Assembly, including participation in the biennial meeting of Synod Stated Clerks to review minutes;
 - j. Serve as staff resource to committees, commissions, and task forces as assigned by the Synod Assembly.
 - k. Facilitate the implementation of committee decisions and actions as necessary;
 - l. Serve as Secretary of the corporation, in accordance with the Synod Bylaws;
 - m. Nominate, as appropriate, for consideration of the Synod Assembly any associate stated clerks.

IV. *Other Duties:* The Stated Clerk will serve as a colleague in ministry with the Synod Executive, undertaking other work to assist and support the Executive in the mission and ministry of the Synod. This work may include:

- a. Participation in General Assembly meetings, national church training events, and gatherings of other mid-council leaders;
- b. Coordination of particular communications projects or programs of the Synod;
- c. Production of educational or informational content for Synod publications;
- d. Facilitation of Synod involvement in multi-synod training projects;
- e. Participation in Synod staff meetings;
- f. Other duties, as requested.

Relationships

The Stated Clerk will be accountable to the Synod through the Administrative Commission for the Synod of the Covenant (aka Synod Assembly), and will:

- Coordinate with the Synod Assembly to adjust the scope of this position when the ministry of the Gospel imperatively demands it;
- Serve on the Synod Assembly *ex officio* with voice and no vote;
- Develop meaningful and trusting relationships, especially with Stated Clerks and executive staffs of constituent presbyteries and chairs of Synod committees and caucuses. These connections will be an essential position responsibility.
- Work cooperatively and responsively with the Office of the General Assembly.

Meetings

- All stated and special meetings of the Synod of the Covenant.
- Committee/commission/task force meetings staffed by the Stated Clerk.
- Meetings of other groups as requested.
- (Normally) Association of Mid-Council Leaders, the Synod Peer Review of Minutes, and the General Assembly meetings of the denomination, at Synod's expense. (Time spent at these meeting will be considered a part of the Clerk's contracted time.)
- As requested, up to two other days per month at the Synod office.

Position Description

Resources

The Synod will provide access to a computer system, phone, and office space, along with access to knowledge bases and resources relevant to the role.

Essential Skills and Experiences

- Strong understanding and articulation of Book of Order Constitutional relationships between synods and constituent Presbyteries, and practical experience navigating mid-council leadership responsibilities.
- Interpretation of the Book of Order in order to guide and inform faithful, creative, and contextual ministry.
- Consistent attention to detail, maintaining careful, up-to-date, and accurate records.
- Prioritization of prompt and transparent communication in all formats: meeting papers, emails, phone calls, etc.
- Ability to develop interpersonal relationships with those who have wide-ranging perspectives.
- Ability to manage time effectively.
- Maintenance of confidentiality and neutrality where appropriate and avoidance of triangulation.
- Exhibition of generous listening, patience, humility, and pastoral presence in the face of difficulties.
- Maintenance of healthy boundaries.
- Effective network among mid-council leadership across the PC(USA)
- Ability to create scenarios and contingency plans for options or alternative approaches.

Compensation and Call

This position will meet or exceed the Synod minimum compensation for a salaried quarter-time call. The term of this position will conclude when the Administrative Commission's work concludes, and may be extended as determined by the Synod Assembly. The position will be filled by the Synod Assembly upon recommendation of the Synod Personnel Services Committee.

Evaluation

Performance reviews will be conducted annually by the Personnel Services Committee, in consultation with Synod Assembly leadership and Synod Executive Staff.

Application Information

Please send resume or Personal Information Form as well as a cover letter to ac.covenant@pcusa.org. Applications will be reviewed beginning 8/3/20.

Approved by the Synod of the Covenant
