

**PRESBYTERY OF DETROIT
POSITION DESCRIPTION**

PAPER D-1

TITLE: Stated Clerk (full-time – 40 hours per week)

PURPOSE:

The Stated Clerk shall provide service to the Presbytery in accordance with the Book of Order responsibilities for that office.

ACCOUNTABILITY:

The Stated Clerk is accountable to the Presbytery for his/her interpretation of the constitution and rulings. The Stated Clerk is accountable to the Presbytery through the Executive Presbyter (or Acting Head of Staff in the absence of an Executive Presbyter) and Operations Ministry Team for the timely performance of his/her duties.

RESPONSIBILITIES:

The responsibilities include but are not limited to the following:

1. Those defined by the Book of Order and by the actions of Presbytery.
2. Serve as recorder for the meetings of the Coordinating Cabinet, Trustees, and other committees as requested. This includes preparation of Presbytery assembly dockets, mailings, and all meeting arrangements (location, on-site arrangements, delivery of materials, etc.).
3. Interpret or cause to have interpreted points of Ecclesiastical Law as requested by members, committees, sessions and churches of Presbytery.
4. Maintain all official records, minutes and rolls of the Presbytery as required by the Book of Order.
5. Prepare and submit all official communications to the media and reports of the Presbytery to the Synod of the Covenant and the General Assembly. Relate to the appropriate unit(s) of the Synod of the Covenant and of General Assembly in the fulfillment of his/her work.
6. Serve as staff resource for the reading of Session minutes and the Permanent Judicial Commission.
7. Oversee the review and revision of the By-Laws of the Presbytery.
8. Oversee the review and revision of the Policies of the Presbytery.

RELATIONSHIPS:

The Stated Clerk shall work in a team relationship with all other members of Presbytery staff. With respect to timely performance of responsibilities, the Executive Presbyter (or Head of Staff) is the supervisor of the work of the Stated Clerk.

EVALUATION:

There is an ongoing performance review and evaluation conducted by the Executive Presbyter (or Head of Staff), approved by Operations Ministry Team and reported to Coordinating Cabinet. An annual compensation review will be conducted by the Operations Ministry Team and any recommended changes reported to Coordinating Cabinet.

TERM:

The Stated Clerk is elected by the Presbytery for a three year term.