

Presbytery of Eastern Virginia
Revised Position Description 10.14.25
STATED CLERK

PURPOSE

The Stated Clerk is an officer of the Presbytery of Eastern Virginia (PEVA) who performs the duties and responsibilities set forth in the *Book of Order* of the Presbyterian Church (USA) and as assigned by the Presbytery.

ACCOUNTABILITY:

The Stated Clerk is elected and employed by the Presbytery and is accountable to the Presbytery through the Personnel Committee and Presbytery Council. When a ruling elder, the Stated Clerk is enrolled as a member of the Presbytery. The Stated Clerk shall work closely with the General Presbyter in support of Presbytery's mission.

RESPONSIBILITIES:

1. Serves as an officer and corporate secretary for the Presbytery in accordance with all duties stated in the *Book of Order*, the PEVA Bylaws, and Manual of Operations.
2. Shall serve as an *ex-officio* member of the Presbytery Council and shall not be entitled to vote; shall serve as an *ex-officio* member of the Board of Trustees and shall not be entitled to vote.
3. Serves as the official correspondent for receiving and sending communications on behalf of the Presbytery, reporting to the appropriate councils and entities of the Presbyterian Church (USA), and as needed with other denominations.
4. Serves as the corporate secretary of John Knox Homes, Inc.
5. Serves as parliamentarian for presbytery meetings; oversees recording and editing of minutes for stated and called meetings of the presbytery; maintains regular communications to presbytery members and ministries related to actions of the presbytery; prepares attendance records and balancing of commissioners for presbytery meetings.
6. Preserves all official minutes, statistics, records, and membership rolls of the Presbytery; distributes necessary forms to congregations; and submits all required statistics, pertinent information, and records to the Synod and General Assembly.
7. Serves as the constitutional advisor to the Presbytery, its entities and staff, on matters concerning interpretation of the Constitution of the PCUSA. The Stated Clerk shall seek to be current with changes in *Roberts' Rules*, PCUSA and Presbytery procedures and actions.
8. Fulfills duties required by the Rules of Discipline in the *Book of Order* and serves as a resource to the Permanent Judicial Commission.
9. Serves as a resource to the Commission on Ministry, and as needed to the Commission on Preparation for Ministry, Sessional Records Committee, and Nominations Committee, to the extent it is reasonable within the part time status and consistent with the role of the stated clerk.
10. Assists clerks of session, including arranging for regular training opportunities and annual statistical report preparation.
11. Participates as a member of the Presbytery staff team and attend virtual and in-person staff meetings.
12. Other duties as requested by the General Presbyter.

Working Hours: This is a part-time position maintaining an average of 25 hours per week and work may be done in the office or remotely. Frequently requires work after normal business hours and on Sunday.

Term: The Stated Clerk is normally elected for a term of two years and may be re-elected.

Vacation and Benefits: Both are identified in the *Handbook of Personnel Policies and Procedures*; to include accruing vacation days, paid holidays and some benefits with BOP.

Review and Evaluation: There shall be an annual performance review based upon the position description conducted by the Personnel Committee in collaboration with the General Presbyter.

QUALIFICATIONS

1. Work Experience: Requires at least five years' experience in a pastorate or as clerk of session or some form of administrative responsibility in the church.

2. Essential Knowledge and Training: Must be knowledgeable of the Constitution of the Presbyterian Church (U.S.A.) and Robert's Rules of Order. Must be thoroughly experienced in Presbyterian polity. Must be familiar with computer programs, i.e., Word, Excel, Power Point, etc.

3. Level of Autonomy: Must be able to work independently and in cooperation with individuals and groups in a voluntary system. Must be able to work multiple tasks simultaneously.

Salary: \$30,000/year