

Presbytery of Kiskiminetas

Position Opening – STATED CLERK

With position start date Jan 1, 2019

General Purpose: Each Presbytery elects a clerk who records the transactions, keeps its rolls, preserves its records, and furnishes extracts of those records when required. The clerk must be a Minister of the Word and Sacrament or a ruling elder.

Skills and Expertise: The Stated Clerk must have an in-depth knowledge of the workings of the denomination, the requirements of the Book of Order of the PC(USA), and the current edition of Roberts Rules of Order. The Stated Clerk must have strong interpersonal skills, be cooperative, flexible, and collegial, able to multi-task and detail orientated. The Stated Clerk should have good written and verbal communication skills as well as strong computer skills. Confidentiality is crucial.

Personal Characteristics: The Stated Clerk must be committed to Christ, informed by the Scriptures, and guided by the Book of Confessions, the Book of Order and essential tenets of the reformed tradition. The Clerk must be able to function pastorally with a spirit of empathy, understanding, wisdom, and discretion. The Stated Clerk must possess a commitment and genuine sense of the connectional nature of the Presbyterian Church (USA) and demonstrate this commitment to the local congregations, Synod, and General Assembly. The Stated Clerk must possess personal integrity, spiritual wholeness, broad intellectual interests, and a sense of humor.

Tasks: In general the tasks of the Stated Clerk involve organizing documents and records, receiving and responding in a timely manner to correspondence of the presbytery, and monitoring the required submission of documents by churches to the General Assembly. The Stated Clerk will assist and train new Clerks of Session as needed. The Stated Clerk functions as the parliamentarian of the presbytery and secretary to the Cabinet, so attendance at meetings of the Presbytery and the Cabinet is important.

Other: This is a temporary position, which accrues no benefits. The position does receive an annual stipend of \$5,133 (2018 budget) as well as limited expense reimbursements. A detailed job description is available upon request.

To Apply: Application for the Stated Clerk position should be made by submitting a letter of interest along with a resume to

Attn: Stated Clerk Search Committee
Presbytery of Kiskiminetas
PO Box 339
Yatesboro, PA 16263

Application deadline: must be received in the Presbytery office on or before June 1, 2018