

OPPORTUNITY TO SERVE IN KISKIMINETAS PRESBYTERY

The position of Assistant Stated Clerk will be open and needs filled for a term beginning January 1. Please see below for the position description. If you would like to apply, please provide a resume and short statement of what you bring to the table.

By OCTOBER 30, please reply to one of the following:

Rev Dr. Don Wilson, Rev. Dr. Brenda Barnes, or Marilyn Tully

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### **ASSISTANT STATED CLERK POSITION DESCRIPTION**

#### **Function:**

The Assistant Stated Clerk shall assist the Stated Clerk in the performance of his/her duties, and shall assume the duties of the Stated Clerk in his/her absence, or at the request of the Stated Clerk or Presbytery Cabinet. The Assistant Stated Clerk shall be appointed by the Stated Clerk and approved annually by the presbytery, shall be eligible for reappointment and shall assume the duties of the office upon presbytery approval.

#### **Accountability:**

The Assistant Stated Clerk is accountable to the Presbytery of Kiskiminetas through the Stated Clerk who shall provide for evaluation and review of performance annually with assistance from the Administration Committee as needed.

#### **Responsibilities:**

- assisting the Stated Clerk at presbytery meetings and meetings of the cabinet
- serve as a member of the Docket Committee and Presbytery Cabinet
- serve as secretary of the Cabinet in the absence of the Stated Clerk
- review all minutes taken by the Stated Clerk
- perform other duties of the Stated Clerk as needed
- attend the Office of the General Assembly Fall Polity Conference annually
- chair the polity review team meetings

#### **Skills, expertise and areas of expertise:**

- in-depth knowledge of the workings of the denomination, requirements of the *Book of Order* of the PC(USA), and the current edition of *Robert's Rules of Order*
- strong interpersonal skills and ability to cooperate with other people
- ability to multi-task
- detail-oriented
- good written and verbal communication skills
- strong computer skills
- ability to be discreet with confidential information

#### **Personal characteristics:**

- shall be committed to Jesus Christ, under the authority of scripture and guided by the *Book of Confessions*, the *Book of Order*, and the essential tenets of the Reformed faith.
- shall be a minister of word & sacrament or ruling elder from within the presbytery
- shall function pastorally with a spirit of empathy, understanding, wisdom and confidentiality
- shall possess a commitment and genuine sense of the connectional nature of the Presbyterian Church (USA) and demonstrate this commitment to local congregations, the synod and the General Assembly
- shall possess personal integrity, spiritual wholeness, broad intellectual interests and a sense of humor.

#### **Compensation:**

- will be compensated