

## Stated Clerk Position

San Joaquin Presbytery (SJP), a regional governing body of the Presbyterian Church, USA, is searching for a person to fulfill the functions of Stated Clerk as set forth in the Book of Order of the Presbyterian Church (USA) and other specific responsibilities as assigned by the Presbytery of San Joaquin.

We are looking for an energetic and faith-filled individual, ordained as a Ruling Elder or Minister of Word and Sacrament able to serve within the bounds of SJP, and committed to the ongoing mission of San Joaquin Presbytery and the Presbyterian Church, USA. They will coordinate, manage and interpret the administrative affairs and mission of the Presbytery, Is knowledgeable of polity and constitution (Book of Order and Book of Confessions) and able to be a resource to those who seek input regarding interpretation of the Book of Order and other ecclesiastical matters.

This is a half time position, subject to election by the presbytery, and will start Feb. 1, 2022.

A full position description is attached.

Please send resumes or direct questions by August 15, 2021 to

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PRESBYTERY OF SAN JOAQUIN  
STATED CLERK  
May 2021

TITLE: Stated Clerk

STATUS: Elected, exempt, salary, one-half time position (approximately 20 hrs./wk)

PURPOSE: To fulfill the functions of Stated Clerk as set forth in the Book of Order of the Presbyterian Church (USA) and other specific responsibilities as assigned by the Presbytery of San Joaquin.

ACCOUNTABILITY: The Stated Clerk is elected ordinarily for a 3 year term by the Presbytery and is employed by the Presbytery. The Stated Clerk is accountable to the Presbytery through the Personnel Committee in conjunction with the Presbytery Advisory Committee (PAC) and works closely with the Presbytery Executive, who is Head of Staff. The Stated Clerk shall operate in accordance with all personnel policies of the Presbytery. The Stated Clerk shall have a connectional relationship with the Synod of Pacific and the General Assembly (GA). The Personnel Committee will conduct an annual performance review.

REPORTS TO: The Presbytery Personnel Committee and the Presbytery Executive as Head of Staff.

REQUIREMENTS:

1. Is a Ruling Elder (RE) or a Minister of Word and Sacrament (MWS) able to serve within the bounds of the Presbytery of San Joaquin.
2. Holds an abiding commitment to the Presbyterian Church (USA).
3. Is knowledgeable of polity and constitution (Book of Order and Book of Confessions) and able to be a resource to those who seek input regarding interpretation of the Book of Order and other ecclesiastical matters.
4. Upholds the highest ethical standards to which all officers of the church are held, including, but not limited to: Trustworthiness, confidentiality, integrity, fairness and inclusivity.
5. Administrative skills:
  - a. Works collaboratively and cooperatively within and across the Leadership Team, PAC, commissions, committees, synods and other presbyteries and/or other entities as deemed necessary to do the work of being a Stated Clerk with a holistic view of the role each plays in the church of Jesus Christ.
  - b. Is organized.
  - c. Helps guide in times of ambiguity, transition and change.
  - d. Is excellent in interpersonal and communication skills.
  - e. Is flexible, collegial, compassionate, patient, self-aware, and practices active listening.
- f. Language (s) English required, Spanish desired

JOB REQUIREMENTS:

1. ECCLESIASTICAL AND CORPORATE OFFICER
  - a. Serves as a legal officer and corporate secretary of the Presbytery of San Joaquin in accordance with all duties stated in the Book of Order, the Presbytery Manual of Operation and the State of California.
  - b. Certifies Personal Information Forms (PIFs) of Presbytery clergy in the national Church Leadership Connection (CLC) system.
  - c. Oversees fiscal management and operations in conjunction with the Head of Staff and the Chair of the Finance and Property Commission.
2. PRESERVATION OF CORPORATE RECORDS AND HISTORY

- a. Works with the moderator and PAC to prepare the docket and consent agenda for each Presbytery meeting.
- b. Records, produces and preserves minutes of the Presbytery. Appoints with Presbytery approval such assistants as the Clerk deems necessary.
- c. Reports annually to the Synod and General Assembly all required statistics, pertinent information and records, and participates in processes to review records as required by the Presbytery, Synod and General Assembly.
- d. Records minutes of PAC meetings.

### 3. RESOLUTION OF DISPUTES

- a. Convenes the Presbytery Judicial Commission (PJC) and serves as a resource to those involved in the administrative and judicial disciplinary process of the Presbytery, in accordance with the Rules of Discipline.

### 4. COMMUNICATIONS

- a. Manages all official correspondence on behalf of the Presbytery, reporting as needed to the appropriate governing bodies of the Presbyterian Church (USA).

### 5. ADVICE AND COUNSEL

- a. Offers constitutional opinions and/or rulings related to Presbytery such as decisions of Permanent Judicial Commissions and Administrative Commissions as deemed appropriate.
- b. Provides information to the Presbytery related to GA matters such as overtures, polity changes, Book of Order and Book of Confession changes.
- c. Serves as Parliamentarian and polity advisor at meetings of Committee on Ministry (COM), PAC and Presbytery.
- d. Provides support to all other appropriate commissions and committees.

### 6. MEMBER OF PRESBYTERY STAFF

- a. Works in collaboration with a staff team headed by the Executive Presbyter.

### 7. CONSULTANT FOR COMMISSION ON MINISTRY (COM)

- a. Works in collaboration with the COM.
- b. Advises and assists in the Presbytery Nominating Committee (PNC) process to certify Mission Information Forms (MIFs) and Personal Information Forms (PIFs).
- c. Reviews contracts and Terms of Call.
- d. Verifies the status and validation of MWS in the Presbytery.
- e. Advises on current Board of Pension policy and procedures.
- f. Provides year to year administrative consistency.

### 8. MEETINGS

- a. Attends all meetings of the Presbytery and the PAC.
- b. Serves as a voting member and Secretary for the Property and Finance Commission of the Presbytery.
- c. Participates in Synod leadership forums for Stated Clerks and Executives (twice annually).
- d. May attend the Fall Polity Conference of the General Assembly

### 9. CONSULTANT FOR COMMISSION ON PREPARATION FOR MINISTRY (CPM)

### 10. PERFORMS OTHER DUTIES AS REQUESTED BY PERSONNEL COMMITTEE.

References: Book of Order; Book of Confessions; Manual of Operations of Presbytery of San Joaquin