

# **Associate Presbytery Pastor / Stated Clerk**

Position Description Proposed by Staff Relations Committee, 02/20/2010

## **PURPOSE OF POSITION**

As a member of the Presbytery Leadership Team, incumbent will collaborate with fellow presbyters, pastors, elders, staff and leaders of member churches to develop and implement a new model of presbytery the results in a missional learning community that fosters effective missional congregations.

Responsibilities include: align, adapt and, as necessary, eliminate structures and systems to achieve the flexibility, collaboration and ability required to adapt to changing circumstances. Incumbent will cultivate networks and programmatic partnerships, broker and integrate resources for ministry, equip, serve, resource and challenge congregations and their leaders, and contribute to building a stimulating learning environment where creativity and innovation are the norm.

The Associate Presbyter/Stated Clerk provides leadership and guidance to the Presbytery Administrative Team, which has responsibility for the corporate/fiduciary functions of the presbytery, including: loans, insurance, budget preparation and management, payroll, financial management, investments, property, and legal matters.

The incumbent performs all duties prescribed in the Book of Order and the Standing Rules of the Presbytery pertaining to responsibilities of the Stated Clerk; serves as Corporate Secretary for the presbytery as corporation; and is responsible for all additional responsibilities set forth in this position description and other responsibilities mutually agreed upon with Staff Relations.

## **ACCOUNTABILITY**

The Stated Clerk is accountable to the Presbytery through the Presbytery Council with a cooperative relationship of accountability to the Presbytery Pastor/Head of Staff. As Associate Presbytery Pastor, incumbent is supervised by the Presbytery Pastor/Head of Staff and is accountable to Staff Relations.

## **RESPONSIBILITIES**

### **1. Fiduciary (Trustees)**

- Coordinate Budget preparation and management with Trustees and Council, including providing all Teams, committees, commissions, Council, Partnerships, Networks, and other groups accurate and timely information regarding their specific funds.
- Supervise Accountant/Business Manager
- Oversight/staffing of property matters and issues
- Oversight/staffing of investments
- Oversight of insurance

- Oversight of fulfillment of all financial management responsibilities of the Corporation, including payroll, loans, financial data, and audits.

## **2. Documents and Records**

- Provide for the maintenance and distribution of all appropriate documents of the Presbytery and assigned committees.
- Provide for the maintenance of membership rolls for ministers and elders.
- Serve as the Secretary of the corporation as defined in the Standing Rules, laws of the State of California, and incorporation papers.
- Process reports distributed to the governing bodies
- Maintain “master copies” of Standing Rules and key program Policies.
- Provide for an Annual Review of Session Records
- Supervise Administrative Assistance (for Minutes, CPM, records)

## **3. Communications**

- Process all official correspondence to and from other governing bodies.
- Respond to inquiries regarding the Book of Order.
- Notify General Assembly and Board of Pensions of all changes in Calls

## **4. Presbytery Meetings**

- Supervise the preparation of the Docket in consultation with the docket committee and the Presbytery Council.
- Coordinate facilities for each Presbytery meeting.
- Function as the parliamentarian at Presbytery meetings.
- Prepare final edit of minutes and present Minutes for review by Synod.
- In conjunction with the administrative assistant, prepare and post/distribute all materials needed ~~packets~~ for the Presbytery meetings,

## **5. Committee Responsibilities**

- Prepare final edit of COM and CPM and Trustee minutes.
- Serve as primary staff resource to the Presbytery Council Moderator.
- Provide primary staff support to: the docket Committee, Committee on Preparation for Ministry, Trustees, Committee on Ministry, and Sexual Misconduct Response Team.
- In cooperation with the Executive Presbyter, serve as a resource to the Committee on Ministry’s Shepherding and Validation Sub-Committee (including quarterly gatherings of Interim Pastors and PNC Liaisons), and the Response Coordinating
- Provide assistance to Ministerial Relationships Committee

## **6. Congregational/Session Responsibilities**

- Provide “officer training” opportunities to congregations as requested
- Provide “financial resource” training as requested (with Accountant)

- Resource pastors and sessions regarding constitutional and parliamentary issues
- Serve with COM members on response teams
- Provide new pastor orientation/training
- Provide assistance to churches without pastors
- Mediate conflicts

## **7. Staff Support**

- Provide staff support and coaching to the Presbytery Moderator and Vice-Moderator, Investigating Committee(s), the Permanent Judicial Commission and other (administrative) commissions.
- Serve as primary liaison and coordinator of all situations involving the presbytery in civil courts.

## **8. Board of Pensions**

- Primary staff person for resourcing Board of Pensions issues/questions
- Provide triennial Fiscal Fitness/Pre-Retirement training.

## **EVALUATION:**

- An annual performance review will be conducted by the Staff Relations Committee that will be developed from input solicited from those to whom the incumbent is accountable.
- A more comprehensive performance review will be completed by the Staff Relations Committee prior to the expiration of the term of office and prior to re-election.
- The Staff Relations Committee will review the adequacy of compensation on an annual basis.

## **TERM OF OFFICE:**

- The Stated Clerk is elected by the Presbytery for a term of three years and is subject to re-election for an unlimited number of terms.
- The Associate Presbytery Pastor position is a “Call” concurrent with the Stated Clerk term.