

## **STATED CLERK/RECORDS ADMINISTRATOR**

### **Purpose:**

This position shall serve the presbytery by performing all duties of Stated Clerk as specified in the Book of Order and by assuring proper control and maintenance of all documents and records as required.

In the absence of the Executive Presbyter, this individual assumes responsibility for the daily operations of the office of the Presbytery of San Diego.

### **Responsibilities as Stated Clerk**

The duties of the Stated Clerk shall be those specified in the Book of Order, (G-9.0203, G-11.0101, G-1.0305, G-11.0306, G-11.0401, G-11.0407, and any others) and the Presbytery's Manual of Operations Part I, with special attention to process. The Stated Clerk shall provide Council and the Presbytery with procedure expertise regarding the Book of Order, Presbytery's Standing Rules and Robert's Rules of Order. The Stated Clerk shall receive requests for, initiate the appointment of, resource, and facilitate Judicial Commissions, Administrative Commissions, and Investigative Committees within the Presbytery. Be a resource to all committees of Council and Presbytery as an on-call resource, with respect to constitutional and polity issues that relate to their particular responsibilities. Serve as staff liaison to the Presbytery Worship Ministry Team, Communications Ministry Team and others as requested. Serve as staff liaison to the Committee on Ministry (as secretary), Committee on Preparation for Ministry, the Ecclesiastical Committee, Committee on Representation, Permanent Judicial Commission, Nominating Committee and Presbytery Council and Executive Committee of Council. Serve as a resource for the Human Resources Committee, the Budget, Property & Finance Committee and for any Ministry Team as requested.

### **Documents and Records**

1. Supervise maintenance and distribution of all appropriate documents.
  - a. Minutes of the Presbytery, Council, Committee on Ministry, Committee on Preparation for Ministry, Ecclesiastical Committee and Nominating Committee.
  - b. Membership Rolls: Ministers (Chronological & Alphabetical), Elders, Churches, members of New Church Developments. In addition, maintain ecclesiastical records to include the rolls of Moderators, Stated Clerks, Pastor Emeriti, Necrology, General Assembly Commissioners, Inquirers & Candidates, Ordinations & Installations, Ministers Received & Dismissed, Ministers Erased From Roll, Requests to Demit, Ministers Inactive and Ministers Deleted From Roll.
2. Process reports going to other governing bodies.
3. Report to Presbytery the receipt and disposition of all correspondence to Presbytery.
  - a. Prepare and send official correspondence directed by the Presbytery
  - b. Prepare, with the Chair of Council, dockets for Council meetings and Presbytery Meetings.

4. Assist the Ecclesiastical Committee in the annual review of all Session records including notification, review and follow-up.
5. Maintain all files for the Committee on Preparation for Ministry for Inquirers and Candidates.
6. Assist the Accounting Office when requested in authorizing expenditures and signing checks.

#### **Communications with other governing bodies**

1. Process all official correspondence with other governing bodies.
2. Process all official correspondence received in the Stated Clerk's office.
3. Participate in service to higher governing bodies.
4. Attend the General Assembly of the Presbyterian Church.
5. Maintain the on-line records of clergy members of presbytery through the Office of the General Assembly through the Church Leadership Connection (CLC) System and the PROMPT system.
6. Maintain the on-line records of Pastor Nominating Committees active in the Presbytery through the CLC and PROMPT systems.
7. Maintain the "fine-line" reports on clergy members of presbytery as required by the Office of the General Assembly.
8. Maintain the annual on-line statistical report of the Presbytery as required by the Office of the General Assembly.

#### **Facilitating Meetings of the Presbytery**

1. Arrange with host churches for the logistics of Presbytery meetings.
2. Resource the Presbytery Moderator.
3. Function as parliamentarian for meetings of the Presbytery.

#### **Responsibilities as Records Administrator**

1. Serve as a staff liaison to the Human Resources Committee. Maintain all personnel files.
2. Maintain a relationship with the Board of Pensions and serve as a liaison to the Board attending bi-annual workshops and training events.
3. Supervise the work assigned to support staff related to the Office of the Stated Clerk.
4. Attend weekly staff meetings.

#### **Accountability**

In the performance of the constitutional requirements of the position of the Stated Clerk, this person is accountable to the Presbytery through the presbytery Council. In the performance of the position's general and administrative functions, this person is accountable to the Human Resources Committee through the Executive Presbyter.

#### **Term**

Three years