

VI OFFICERS AND STAFF OF PRESBYTERY

All elected officers shall be members of Presbytery or constituent churches. All officers/staff/chairs shall be familiar with the Book of Order, Presbyterian Church (U.S.A.), and function according to it, and these Bylaws, particularly in reference to her/his particular duty/committee. All officers/staff shall function in accord with position descriptions which shall be developed/maintained in policy by Presbytery and reviewed annually by the Personnel Committee of the Presbytery Council. No person shall serve in more than one of the following positions at the same time.

A. **Moderator:**

The Moderator shall be elected at the Annual Meeting for a one-year term and shall not succeed her/himself. S/he shall perform all the duties as prescribed in the Book of Order G-9.0202, G-9.0302, and these Bylaws.

B. **Vice Moderator:**

The Vice Moderator shall be elected at the Annual Meeting for a one-year term and shall function in the absence or inability, or at the discretion of the Moderator.

C. **Stated Clerk:**

The Stated Clerk shall be elected at an Annual Meeting for a term of three years, beginning June 1, and shall be eligible for re-election. S/he shall function in accordance with the Book of Order G-9.0203, G-9.0302, these Bylaws, and a Presbytery-approved position description. Salary shall be as stated in the annual budget. The Stated Clerk shall be an ex officio member without vote, of Presbytery Council.

D. **Assistant Stated Clerk:**

The Assistant Stated Clerk may be elected at an Annual Meeting for a term of three years and shall be eligible for re-election. S/he shall serve as Stated Clerk when the Stated Clerk is unable to do so or when her/his assistance is requested by the Stated Clerk.

E. **Roll Clerk:**

The Roll Clerk shall be appointed by the Stated Clerk to serve at Presbytery meetings to assist the Stated Clerk in taking roll and excuses. S/he shall also collect vouchers for Presbytery meetings for the Finance and Budget Committee. Excuses shall be forwarded by her/him not later than three weeks after each Presbytery meeting to the Stated Clerk with approval or disapproval noted as per policy developed/maintained by Presbytery.

F. **Minutes Clerk:**

The Minutes Clerk shall be appointed by the Stated Clerk to provide minutes of each Presbytery meeting to the Stated Clerk within two weeks of that

meeting. The Minutes Clerk need not be a member of Presbytery or of a constituent church.

G. Treasurer:

The Treasurer shall be elected at an Annual Meeting for a term of three years and shall be eligible for re-election. The Treasurer shall function in accord with the Book of Order, these Bylaws, and Presbytery-approved position description. S/he shall receive Presbytery monies, record all financial matters, pay all obligations, and be accountable to Presbytery through the Finance and Budget Committee. The Treasurer shall serve as Treasurer of the corporation and shall be bonded. Salary shall be as stated in the annual budget.

H. Executive Presbyter:

The Executive Presbyter shall be elected for an indefinite term. S/he shall be the administrator for Presbytery, functioning in accord with the Book of Order G-9.0701, these Bylaws, and Presbytery-approved position description. Salary shall be as stated in the Presbytery-approved terms of call. S/he shall be an ex officio member, without vote, of Presbytery Council and all committees and commissions.

I. Other Presbytery Administrative/Program Staff (Other Staff):

Other staff positions may be established by Presbytery as needs are identified and resources made available. Persons in such positions shall function in accord with the Book of Order G-9.0702, these Bylaws, and Presbytery-approved position description. Responsibilities and terms of office shall be as stated in each position description. Salary shall be in the annual budget.