

2.300 COMMITTEES OF COUNCIL: PERSONNEL

2.308 Stated Clerk

A. Person Description

1. Qualifications

- a. Personal commitment to Jesus Christ and dedication to Christ's Church.
- b. A minister or elder in the Presbyterian Church (U.S.A.).
- c. Strong commitment to the polity and program of the PC (U.S.A.).
- d. Well acquainted with the Constitution of the PC (U.S.A.) (Book of Confessions and Book of Order; with emphasis on the Form of Government).
- e. Thorough knowledge of the General Rules for Judicatories, and of the general principles of parliamentary law.
- f. Well acquainted with the structure of the Presbytery.
- g. An attitude of openness and responsiveness in working with others; responsible with confidentialities.
- h. Proven qualities of accuracy, alertness and good judgment.
- i. Competent and conscientious in the recording of proceedings.
- j. Have the time, willingness and patience to do the job.

2. Style of Operation: The candidate must have a thorough knowledge of the Constitution of the PC (U.S.A.), but be able to interpret it without being legalistic; must be a competent parliamentarian, but not one to put rules before persons; must be able to be firm without being dictatorial; and must be open, friendly and patient in the midst of the many demands that will be made upon him/her by the various groups and persons with which s/he must work.

The Stated Clerk will operate out of the Presbytery office, located in the Duluth/Superior area.

3. Abilities

- a. It is highly desirable that the Stated Clerk be computer literate.
- b. Able to organize work, plan and follow through on tasks, and meet deadlines.
- c. Able to use the PC (U.S.A.) Constitution and Digest for guidance in the various problems that may arise in the Presbytery.
- d. Able to handle correspondence promptly.
- e. Able to compose succinct and understandable correspondence.
- f. Able to effectively utilize secretarial assistance.
- g. Able to express him/herself concisely and clearly in front of a group.
- h. Able to work independently as well as function cooperatively as a member of the working force of Presbytery.
- i. Able to arrange his/her schedule to participate in Synod and General Assembly-level events for Stated Clerks.

4. Experience: The candidate should have had continuing experience in Presbytery (officer, council/board/committee member, continuing member, or yearlong commissioner), with a record of reliable participation.

B. Position Description

1. Title: Stated Clerk of The Presbytery of Northern Waters.
2. Purpose: The Stated Clerk is to keep and preserve Presbytery records; to make official reports to other judicatories; and to correspond and cooperate with individuals, committees and other judicatories. This position is part-time (one-fourth time).
3. Accountability
 - a. The Stated Clerk is elected and employed by the Presbytery and is accountable to the Presbytery through the Presbytery Council for constitutional responsibilities;
 - b. In regard to performance review s/he shall be accountable to the Presbytery Council through the Presbytery committee responsible for personnel.
4. Responsibilities
 - a. To keep record of all the proceedings of the meetings of the Presbytery and the Presbytery Council.
 - b. To present, at the beginning of each Stated Presbytery and Presbytery Council meeting, all unapproved minutes of previous meetings for review, correction if required, and approval;
 - c. After Presbytery approval of minutes, to record those minutes in the official Presbytery Minutes Book, and to make those minutes available for Synod review;
 - d. To oversee the maintenance of the Bylaws and the Manual of Operations;
 - e. To be the custodian of, and preserve, the minutes and records of Presbytery, including those of remedial and disciplinary cases tried by judicial commission of Presbytery;
 - f. To be the custodian of, and preserve, the minutes and records of predecessor presbyteries, dissolved churches, and of such other groups or organizations as may be the responsibility of the Presbytery;
 - g. To recommend to Presbytery concerning the permanent safe-keeping of all the above minutes and records, and upon Presbytery action, to see that all such minutes and records which are no longer required for frequent reference are sent to the Department of History, Philadelphia (a copy of all minutes sent to the Department of History in Philadelphia should be kept in the Presbytery safe.)
 - h. To preserve and transmit to Synod and General Assembly the records of ministers and churches of Presbytery, together with

- ordinations, installations, dissolution of pastoral relations, removals and deaths;
 - i. To notify the Stated Clerk of the General Assembly of ministers who have been temporarily excused or removed from office;
 - j. To compile the annual General Assembly reports and file the official reports with the General Assembly;
 - k. To compile and tabulate statistical information requested by Presbytery committees;
 - l. To provide research assistance to the Presbytery as appropriate;
 - m. To refer items for "Important Announcements to Presbyters," "Northern Lights," and other Presbytery communications to the Executive Presbyter as appropriate.
5. Correspondence and Communication
- a. To be responsible for all ecclesiastical business communications between the Presbytery and the Stated Clerks of other judicatories, and with members of Presbytery Council and Commissioners to Presbytery, Synod, and General Assembly;
 - b. To receive, record in the order in which they are received, file, and transmit if appropriate: all letters, overtures, memorials, and other papers addressed to the Presbytery; making immediate referral to the appropriate group or person whenever possible-the record of all communications to be reviewed and approved by Presbytery Council.
 - c. To transmit proper records to higher judicatories in complaints, references, and appeals;
6. Presbytery Meetings
- a. To prepare the Agenda for Presbytery meetings and submit to Council for approval;
 - b. To print and distribute the Agenda and all such related papers as are necessary for informed decision-making by the Presbytery, in accord with the distribution and mailing policies of the Presbytery;
 - c. To appoint and supervise the work of the minutes and roll clerk and such other temporary clerks as may be needed to keep the record of attendance, excused absence, and early departure.
 - d. To provide counsel to the moderator in regard to polity and parliamentary procedure.
 - e. To be responsible for the setup of the Presbytery Stated Meetings and resources.
7. Other Responsibilities
- a. To provide counsel to churches, members and ministers in matters of polity and procedure;
 - b. To fulfill any other duties described in the Book of Order which the Presbytery or the Presbytery Council may properly assign.
 - c. To be Secretary of the Board of Trustees.

- d. To spend a minimum of three hours in the Presbytery Office per week when the staff are available for consultation and coordination of Presbytery work.
8. Relationships
- a. The Stated Clerk shall serve as an ex officio member without vote, of the Presbytery Council of Presbytery;
 - b. The Stated Clerk will work in close cooperation with the Presbytery Moderator, the Presbytery Council, the Executive Presbyter, and all other elected Presbytery personnel;
 - c. As part of the working force of the Presbytery, the Stated Clerk shall work in close cooperation with all other members of that working force;
 - d. The Stated Clerk will utilize support (secretarial) services as assigned by the Executive Presbyter.
9. Time Expectations:
- a. This is a one-quarter time position (10-12 hours weekly).
 - b. A minimum of three hours per week shall be spent in the Presbytery Office when staff members are available for consultation and coordination of Presbytery work.
10. Review: The Presbytery Committee responsible for personnel shall make provision for an annual review of the Stated Clerk's work, and for a comprehensive review at least every three years; a member of the Nominating Committee shall participate in these reviews. The annual review shall include the identification of goals and priorities at the beginning of the review period to provide the basis for the annual review.
11. Term: The Nominating Committee should work in conjunction with the Personnel Committee in considering and selecting a candidate for the office of Stated Clerk. The Stated Clerk is elected for a term of three years, and may be reelected for an indefinite number of terms, according to the will of the Presbytery.

C. Annual Review/Evaluation Procedure

- 1. The Stated Clerk's Responsibilities: The following is written and submitted to the Chair of the Presbytery Personnel Committee at least two weeks before the Review/Evaluation; however, items with an asterisk may not necessitate a written document but only discussion at the time of the review.
 - a. Previous Year's Work
 - i. Current year's objectives and self-evaluation concerning fulfilling them. Normally, not all objectives are completed since they are sometimes dependent upon actions of others, conditions that change during the year, or are difficult problems, which require more time.
 - ii. Significant accomplishments and/or responsibilities in the position description and included in the above.

- iii. A summary of how in-service training enabled the Stated Clerk to improve performance.
 - iv. *If the personnel committee at the last review/evaluation made specific suggestions concerning improvement of performance, the Stated Clerk should say how s/he has responded to these suggestions.
 - v. A list of concerns, difficulties, and problems which the Stated Clerk wants to discuss with the committee.
 - b. The Next Review/Evaluation Period. New Objectives:
 - i. Should be written in such a way that their accomplishments can be observed and measured.
 - ii. Should be objectives, which can be accomplished and are worth doing.
 - iii. Should include proposals for changes in the position description or work assignments.
 - iv. Should include proposals for in-service training.
2. The Personnel Committee's Responsibilities. The Personnel Committee is responsible, on behalf of the Presbytery Council and Presbytery, to review and evaluate the Stated Clerk's work.
- The Personnel Committee normally has several meetings a year with the Stated Clerk in order that review/evaluation may be a continuous process.
- a. At least one month prior to the date of the annual review, the Personnel Committee sends an evaluation questionnaire to the persons holding the following positions during the year being evaluated: Presbytery Moderator, Vice Moderator, Presbytery Council Chair, Executive Presbyter, Committee Chairs, Chairs of Administrative Commissions having an extended life (e.g.: Not an installing/ordaining commission) the Synod Stated Clerk and anyone else the Stated Clerk wishes.
 - b. Receives, studies and compiles the evaluation information submitted in regard to the Stated Clerk.
 - c. May have conversation with persons with whom the Stated Clerk has worked during the past year concerning performance.
 - d. The time-line (schedule) for the development of annual goals and objectives and for the annual review shall be similar to that of the Executive Presbyter.
 - e. Approves/disapproves the Stated Clerk's objectives.
 - f. Note: Criticism that comes "anonymously" is ordinarily discounted and ignored unless it is pervasive and extremely serious. Persons who are highly critical and wish to remain anonymous may be unjust and prejudicial in their judgments.
3. The Review/Evaluation Meeting
- a. Preparation: Committee discusses the papers, which have been submitted and the evaluation compilation and agrees upon the major points to be discussed with the Stated Clerk.
 - b. With the Stated Clerk:
 - i. Asks the Stated Clerk to highlight those sections of each document, which s/he wants to discuss.
 - ii. Asks questions concerning the documents and the work.

- iii. Expresses to the Stated Clerk agreement or disagreement concerning the self-evaluation as well as a judgment concerning the Stated Clerk's work.
- c. Concluding Work:
 - i. The Committee determines the recommendations to the Presbytery Council including approving the objectives and in-service training.
 - ii. The Committee determines what will be written confidentially to the Stated Clerk concerning performance to assist the Stated Clerk in better performance. The Stated Clerk is given the opportunity to review and make suggestions before this document is made final and placed in the personnel record.
- d. Follow-Up: The Presbytery Personnel Committee may request special assistance in areas of the Stated Clerk's performance. Follow-up is provided by the normal process of the Personnel Committee meeting with the Stated Clerk. If there are difficulties, it will hold special meetings.