

**POSITION DESCRIPTION
SYNOD OF THE TRINITY
PRESBYTERIAN CHURCH
(USA)**

POSITION TITLE: **SYNOD STATED CLERK**

JOB SUMMARY: The Stated Clerk is the chief ecclesiastical officer of the Synod who provides all services required by the Constitution of the Presbyterian Church (U.S.A) as detailed in the Book of Order. (G-3.0104, D-11.0701)

ACCOUNTABILITY: The Synod Stated Clerk is accountable to the Synod Assembly through the Governing Commission.

RESPONSIBILITIES:

Synod Assembly and Governing Commission Meetings

- Give official notice concerning time and place of meetings.
- Work with Synod staff in meeting site arrangements.
- Form the roll of participants for the minutes.
- Inform and update Commissioners and committees concerning the contents of the Standing Rules of the Synod.
- Assist the Moderator and Vice Moderator with the meetings.
- Assist the Synod Leadership Team in planning meetings and preparing the meeting dockets.
- Communicate Synod Assembly and Governing Commission actions to appropriate groups.
- Maintain regular contact with Synod Commissioners for the purposes of communication and community building.
- Function as Synod Parliamentarian

Synod Assembly and Governing Commission Records

- Accurately record the minutes of meetings.
- Keep Synod rolls of membership and attendance.
- Assist the Synod's Moderator in selecting leadership and assigning Commissioners to committees or commissions as necessary.
- Handles reports and papers for Synod business.
- Preserve Synod records and furnish extracts when required by another governing body of the church.
- Be the Secretary of the Corporation.
- Notify persons when they have been elected or appointed to a committee or commission.

- Present Synod minutes for General Assembly review.
- Curator of Synod bylaws, standing rules and policy governance manual

Committee/Commission/Entity Support

- Committee on Representation and Nominations
- Presbytery Records Committee
- Permanent Judicial Commission
- Leadership Team (Synod exempt staff)
- Assist other groups/entities as requested

Presbytery Support

- Advise Presbytery Stated Clerks and others as requested.
- Arrange for annual review of Presbytery minutes in cooperation with the Chairperson of the Presbytery Records Committee and Stated Clerks
- Provide resources and orientation as requested.
- Assist Presbytery Clerks in training Clerks of Session and Presbytery Commissions and Committees as requested.

Judicial Process

- Provide staff services to the Synod Permanent Judicial Commission.
- Process all papers covering judicial matters submitted by other governing bodies.
- Provide training and resources for the Synod Permanent Judicial Commission.
- Report actions of the Synod Permanent Judicial Commission consistent with the directives of the Constitution of the Presbyterian Church (U.S.A.)

Related Responsibilities

- Maintaining the Manual of Administrative Operations and advising appropriate staff and entities of changes, additions and deletions.
- Maintaining records of Code of Conduct information and signatures.
- Work with staff to obtain and update required documents of Pennsylvania and Federal Criminal Background checks; Child Abuse Clearances.
- Maintain communication with all Synod constituencies through receiving and sharing of appropriate information.
- As requested by individuals or assigned by the Synod Executive to provide coaching within the bounds of the synod as an official function.

QUALIFICATIONS:

1. Must be a Teaching Elder or Ruling Elder in the Presbyterian Church (U.S.A.)
2. Shall be elected by the Synod for a five (5) year term.
3. Shall be eligible for re-election.

RELATIONSHIPS:

The Synod Stated Clerk shall work collegially with:

1. The elected leadership of the Synod
2. The Synod Executive, other staff and officers
3. Presbytery staffs
4. The Office of the General Assembly.

MEETINGS: The Synod Stated Clerk will

attend:

1. All stated and special meetings of the Synod Assembly and Synod Governing Commission
2. Be present in the Synod Office at least two days per month.
3. Committee/commission meetings staffed by the Stated Clerk.
4. Meetings of other groups as requested.
5. The Synod Stated Clerk will generally attend the Fall Polity Conference, the Synod Peer Review of Minutes, and the General Assembly meetings at Synod's expense. Time spent at these meeting will be considered a part of the Clerk's contracted time.

TERMS OF EMPLOYMENT:

The Synod Stated Clerk shall be elected for a term of five (5) years. The position of Synod Stated Clerk shall be a part-time (less than 50% of full-time) position, with the terms of employment, including holidays and vacation, to be determined in accordance with Synod Personnel Policies.

Reimbursement for travel, lodging, and associated expenses in accordance with the Synod Personnel Policy.

The Synod Stated Clerk shall not be expected to maintain an office at the Synod facilities at 3040 Market St., Camp Hill, PA. The Synod Stated Clerk will be encouraged to establish an office at his/her place of residence. Reasonable expenses necessary for the establishment of a fully functional home office, to include but not limited to phone service, computers and related equipment and broad-band connections, will be borne by the Synod.

EVALUATION: The Stated Clerk's performance shall be evaluated annually by the Governing Commission.

adopted 10.28.13, modified 8.5.18, proposed revision 2/20/2020, 3/3/2020(GC)