

Stated Clerk - Position Description  
Presbytery of Long Island  
Updated April 9, 2007

- I. Title: Stated Clerk, Presbytery of Long Island
- II. Purpose: To aid the process of the Presbytery and to act in an advisory capacity where noted.
- III. Duties: The Stated Clerk shall:
  - A. G- 090203a, G-11.0103n, G-11.0305, G-14.0305a,b
    1. Act as recorder of the minutes and custodian of the official records of the Presbytery.
    2. Record transactions of the governing body, preserve its records and grant extracts from the records when properly required.
    3. Provide for the recording and approval of the Presbytery minutes and their subsequent submission to Synod for its annual review.
    4. Maintain a roll of churches, ministers, inquirers and candidates under care, clerks of session, current session members, and others as, from time to time, may be required by the Book of Order.
      - a. Record all calls to ministers within the Presbytery and changes in terms of call.
      - b. Receive from sessions the applications of those seeking to become Inquirers preparing for the ministry, referring them to the Committee on Preparation for Ministry.
    5. Deposit the permanent record books of the Presbytery with the General Assembly Department of History at the direction of the Presbytery on recommendation of the Stated Clerk.
    6. Receive correspondence, overtures, memorials, letters, documents, and miscellaneous papers addressed to the Presbytery, reporting same as appropriate along with recommendations for disposition and referral.
    7. Be a member ex officio, without vote, of the Shepherding Council and the Coordinating Committee, and record and distribute the minutes of the Shepherding Council.
    8. Receive all resignations from service on Presbytery units, declaring the positions vacant and reporting this to the Committee on Nominations.
  - B. Correspond officially on behalf of the Presbytery.
    1. Transmit approved calls of ministers and candidates for ministry.
    2. Transmit to the office of the General Assembly notice of the change of status, work, or location of a minister of the Presbytery.
    3. Provide notice of the time, date, and place of all Presbytery meetings.
    4. Send annually to all sessions the per capita apportionment and voluntary salary supplement notices and post them on the website.
    5. Oversee the input of Session Annual Statistical Reports data by churches and assists churches with submission of data to the Office of the General Assembly.
    6. Communicate the actions of the Presbytery or the Shepherding Council as appropriate or as directed.
    7. Review annually the Presbytery Directory prepared by the Administrative Associate.

8. Post on the Presbytery of Long Island web page a digest of Presbytery's actions to all ministers and clerks of session.
  9. Post on the Presbytery of Long Island web page the pre- and post-Presbytery Meeting packets.
- C. Advise on Constitutional and Parliamentary Matters
1. Be parliamentarian in all meetings of the Presbytery and the Shepherding Council.
  2. Advise the Moderator, the Executive Presbyter and units of Presbytery on the Constitution of the PC(USA) and the bylaws of the Presbytery of Long Island as requested.
  3. Assist ministers, elders, sessions, and units of the Presbytery in Constitutional matters at their request.
  4. Interpret previous actions of the Presbytery to the Presbytery upon request.
  5. Ascertain each January the minister/elder imbalance, reporting same to the Presbytery and recommending redress of the imbalance to the Presbytery.
  6. Staff and resource administrative commissions of the.
  7. Staff and resource the Permanent Judicial Commission of the Presbytery.
- D. Expedite the Ecclesiastical Business of Presbytery
1. Prepare a tentative docket for the Shepherding Council.
  2. Send out host church packet and consult with host church regarding appropriate arrangements.
  3. Provide for the enrollment of members and commissioners at the meeting of the Presbytery.
  4. Provide for the orientation of commissioners to General Assembly and Synod.
  5. Serve as an advisor/consultant and member ex officio, without vote, of the Committee on Ministry, and in consultation with the chair of the Committee on Ministry, prepare reports to Presbytery and maintain Committee on Ministry notebook.
  7. Serve as an advisor/consultant and member ex officio, without vote, for the Committee on the Preparation for Ministry, and assist the Committee in maintaining its timelines and records, prepare notebooks for inquirers and members, and write and distribute the committee's reports.
  8. Serve as an advisor/consultant and member ex officio, without vote, of the Rules, Records and Review Committee
  9. Fulfill the duties described in the Rules of Discipline in proceedings of judicial process and in the proceedings of administrative review. See Part D in the Book of Order.
  10. Participate in Presbytery Staff meetings as called.
  11. Act as resource for Clerks of Session and provide training for them.
- IV. Relationships: The Stated Clerk is an officer of the Presbytery as defined in the Constitution of the Presbyterian Church (USA) and the Bylaws of the Presbytery of Long Island.
- A. Accountability - The Stated Clerk is accountable to the Presbytery through the Shepherding Council and the Personnel Committee.
  - B. Performance Review and Evaluation: An annual review of the work performance of the Stated Clerk shall be conducted by the Shepherding

Council through its Personnel Committee.

- C. Term: The Stated Clerk is elected for a term of five years and is eligible for re-election following a five year review.
- D. Terms of Employment and Compensation: The position of State Clerk is one of part-time employment, currently 50% time and is covered by the personnel policies employed by the Presbytery. The Personnel Committee of the Shepherding Council recommends annually to the Shepherding Council salary, benefits, and expenses.