

REPORT OF THE STATED CLERK NOMINATING COMMITTEE  
November 12, 2020

As one of its first tasks, the Stated Clerk Nominating Committee reviewed the job description as contained in Section 4.6 of the Presbytery Manual and discussed the position with the General Presbyter and three current and past Clerks. As a result of those discussions, we would propose a few, relatively minor changes to the Stated Clerk's job description.

The reasoning for the changes is as follows:

- There was general agreement that the Clerk's focus should be on polity and record keeping. The Clerk should also be available to provide polity and policy advice as needed by the various entities of the Presbytery. While the Clerk will likely be involved in providing advice regarding the development and revision of policy, it is not appropriate for the Clerk to vote on such matters.
- We had a significant amount of discussion regarding the Clerk's relationship to the Administration Committee. While we believe that it is important that the Clerk be available to provide polity and policy advice to Administration, this can be done without serving as a member and attending every meeting of the committee. We suggest removing membership on and serving as secretary to the Administration Committee from the Clerks's job description. This will also require a change to Section 8.7.2 of the Manual.
- While we would recommend that the Stated Clerk serve on the Property and Loan Commission without vote, proposing such a change at this time, without input from the commission itself, would impact the way it operates. Accordingly, we will seek to discuss this with the commission and may return with another motion in March. We will discuss both possibilities with candidates during our interviews. In the meantime, Section 7.15.2 specifies the the Clerk is to be a member of P&L and serve as its secretary.
- There was agreement that the Clerk's presence at CoM meetings is very helpful. We suggest that the Clerk should serve as a nonvoting, Congregation: member of CoM.
- There was agreement that the Clerk can and should provide polity advice to the CPM. We suggest specifying those duties.

We hope to advertise the position in December and interview candidates in January. Our goal is to present a candidate to the Steering Committee in February and to the Presbytery at the March Gathering. With apologies for the late date of this report, we would prefer to put this before the Presbytery in November so as to avoid having to present both the proposed job description changes and the candidate to the Presbytery at the same Gathering.

Accordingly, the Stated Clerk Nominating Committee moves that the following changes be made to Sections 4.6 and 8.7 of the Manual of the Presbytery of Baltimore in order to revise the position description of the Stated Clerk. (Note that Section 4.6 is included in its entirety to provide context; changes are proposed beginning in Subsection 4.6.21 through the end of Section 4.6. Material to be removed is noted using ~~struck through~~ text, material to be added is shown using ***bold italic*** text.)

4.6. Stated Clerk. The Stated Clerk will:

- 4.6.1. Fulfill the responsibilities of the Stated Clerk as listed in the Book of Order:
- 4.6.2. Be a conduit for official communication among governing bodies,
- 4.6.3. Prepare the Minutes of proceedings for adoption by the Presbytery and submit them for Synod review.
- 4.6.4. Maintain Rolls of the Presbytery,
- 4.6.5. Prepare statistical reports for higher governing bodies,
- 4.6.6. Recommend to Presbytery the redress of imbalance on ministers and elders,

4.6.7. Have the duties and responsibilities assigned to the secretary of an organization or meeting by Robert's Rules of Order.

4.6.8. Coordinate, with the Chair of the Steering Cabinet and General Presbyter, the preparation and distribution of the Steering Cabinet docket,

4.6.9. Coordinate with the Moderator and the General Presbyter, the preparation and distribution of the Presbytery docket and the Presbytery Meeting Papers,

4.6.10. Notify all members of the Presbytery and Clerks of Session of all meetings of the Presbytery.

4.6.11. Have available at each meeting of the Presbytery the current volume of the Minutes of the Presbytery, the Constitution of the PCUSA, the Manual of the Presbytery, and the Compendium of Standing Rules.

4.6.12. Notify in writing all persons elected to any office by the Presbytery or appointed to any office by the Moderator of their election or appointment.

4.6.13. Receive all overtures proposed to be sent to higher governing bodies, refer them to the appropriate agency of the Presbytery for action, consult with that agency regarding the form of the overture, and ensure that all such overtures are reported to the Presbytery for timely action. Advocate, on behalf of and as directed by the Presbytery, in the higher governing bodies of the church, in ecumenical settings and in the civil courts.

4.6.14. Ensure that all Session Minutes and Registers are reviewed annually, maintain copies of congregational By-Laws and Articles of Incorporation and provide training for Session Clerks.

4.6.15. Keep an accurate record of changes to this Manual, maintain and publish an updated version of the Manual as required.

4.6.16. Maintain and publish a report documenting the names, gender, race/ethnicity, congregation and Ministry Group of General Assembly Commissioners from the Presbytery over the past ten years.

4.6.17. Maintain the Compendium of Standing Rules.

4.6.18. Serve as the Records Manager of the Presbytery, in accordance with the Records Management and Files Policy of the Presbytery.

4.6.19. Staff the Permanent Judicial Commission, be a member of and serve as secretary to the Steering Cabinet, the Property and Loan Commission, and attend all meetings of the Steering Cabinet and Presbytery.

4.6.20. Provide ecclesiastical and parliamentary advice, and counsel and education to the moderator, the Presbytery, its agencies and congregations, and their members.

**4.6.21 Serve as an Ex Officio member (without vote) of the Commission on Ministry.**

**4.6.22 Provide polity and policy advice to the Administration Committee and Commission on Preparation for the Ministry as requested.**

4.6.21~~3~~ Perform other job-related duties as assigned by the General Presbyter, the Steering Cabinet or the Presbytery or as directed elsewhere in this Manual.

4.6.22~~4~~ Election: Election of the Clerks. The Stated Clerk is nominated to the Presbytery by a Special Committee appointed by the Steering Cabinet, consisting of one member from the Administration Committee and one member of the Personnel Committee and two at-large members of Presbytery. [4.2.2]

4.6.25 Re-election of Clerks. The Personnel Committee may recommend to Presbytery that Clerks may succeed themselves. [8.8.3.1] If the Personnel Committee declines to recommend that a Clerk succeed him or herself, the Committee will so inform the Steering Cabinet who will create a Special Committee as outlined above. After two terms in office, a Clerk may only be elected to additional terms by a secret ballot with 75% of the Presbytery approving.

8.7.2. Membership: At least **six five** members, including the Chair, and the following appointments: Board of Trustees – one person, Personnel Committee – one person, At large – one person, Ex Officio with vote – ~~Stated Clerk(s)~~ and General Presbyter.

Stated Clerk Nominating committee

Suzanne Jewell - At-large member

Keith Paige - Personnel Committee representative

John Schmidt - Administration Commission representative

James Schroll - At-large member