

Baltimore Presbytery Looking for Next Stated Clerk

The Presbytery of Baltimore is seeking a Stated Clerk for a 3 year term beginning in March of 2021. The Stated Clerk may be elected to additional terms as noted in the position description. This is a 25 hour per week position with a salary of \$34,560. Vacation, medical insurance, and pension benefits are available, but will vary depending on the applicant's status within the PCUSA.

A position description and list of qualifications are included below. All applicants will be subject to a background check.

Interested applicants should submit a letter of interest, resume, and a minimum of three references (via USPS, fax, or email) not later than December 31, 2020 to:

*Presbytery of Baltimore
Stated Clerk Nominating Committee
5400 Loch Raven Boulevard, Suite 3
Baltimore, MD 21239*

Fax 410-433-2066

Email office@baltimorepresbytery.org

Questions regarding the position may be addressed to Jim Schroll at 410-647-2755 or jschroll@msn.com.

Position Description as Defined by the Manual of the Presbytery of Baltimore

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 Administrative Committee and Commission on Preparation for the Ministry as requested.
- 4.6.23. Perform other job-related duties as assigned by the General Presbyter, the Steering Cabinet or the Presbytery or as directed elsewhere in this Manual.
- 4.6.24. 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.

Currently, the Stated Clerk is expected to attend the following meetings:

- Steering Cabinet - monthly
- Commission on Ministry (full Commission or Leadership Team) - monthly
- Gathering Teams (Tech and Docket) - as needed advance of 4 Gatherings per year
- Presbytery Gatherings - four per year scheduled, called meetings as necessary
- Staff meetings - every other week

- Property & Loan Commission - as needed
- Administrative Commissions - orientation as needed

Qualifications

The well-qualified candidate will:

- Be an Active Member of a PCUSA Presbytery or Congregation;
- Have a thorough knowledge of our current Book of Order and Robert's Rules of Order, and experience in using them;
- Demonstrate an understanding of ecclesiastical/administrative systems and structures (what they are and how they work);
- Have 5 or more years of experience working between two Presbyterian governing bodies, such as Session and Presbytery or Presbytery and Synod;
- Be a person of deep Christian Faith, and exercise compassion and integrity in the disposition of the office;
- Have a genuine love for people, being able to work with a wide variety of personalities;
- Be able work closely with the General Presbyter and entities within the Presbytery;
- Exercise candor and objectivity in matters of process and information dissemination;
- Have research, secretarial, and clerical abilities;
- Have a particular eye for detail and accuracy in records reporting;
- Complete tasks and respond to requests in a timely manner; and
- Possess the ability to balance the specific requirements of administrative process with care for members who struggle with them.