

STATED CLERK
An Officer of the Presbytery of Giddings-Lovejoy
(An Elected Position)

Accountability: The Stated Clerk of Presbytery is an elected officer accountable to Presbytery through Personnel. The Stated Clerk serves as a resource person to all commissions, committees, teams, and task groups of Presbytery. The Stated Clerk shall attend Vision Team, Leadership Planning Team, and Pastoral Transitions and Care meetings as an *ex-officio* member with voice and without vote and record minutes of those meetings. The Stated Clerk as teaching elder or ruling elder, is a voting member of Presbytery. The term of office is three years; successive terms may be served. The position is filled through the nomination and election process of Presbytery.

Responsibilities: The Stated Clerk shall:

1. Assist Presbytery in deciding questions of polity, ecclesial order, and serve as parliamentarian;
2. Serve as registered agent of Presbytery as a legal corporation within Missouri;
3. Serve as liaison with Synod for the review of the minutes of Presbytery;
4. Provide advice on the polity and policies of the Presbyterian Church (U.S.A.) to the churches and members of Presbytery as requested;
5. Serve as resource to the Permanent Judicial Commission whenever judicial action is enacted under the provision of the Rules of Discipline of the Book of Order;
6. Serve as resource to pastors and clerks of session of member congregations and provide for regular training of clerks of session.
7. Authorized to be a legal and financial signatory for Presbytery, as needed.
8. Report at the first meeting of Presbytery in the calendar year on the ratio of teaching and ruling elder members of Presbytery, and make recommendations to the presbytery for bringing that ratio into appropriate balance.
9. Perform other appropriate duties as assigned by Presbytery or Vision Team through Personnel.

Through the work of the Recording Clerk:

1. Give notice of all meetings of the Presbytery to all teaching elders, continuing elder commissioners, and all Sessions of Presbytery;
2. Distribute a printed docket ten (10) days in advance of the meetings of Presbytery;

3. Receive all papers, communications, and overtures addressed to Presbytery and transmit them to the presbyters or appropriate person(s) and report such transmittals to Presbytery;
4. Conduct the ecclesiastical correspondence of Presbytery;
5. Keep a permanent roll of churches, teaching elders, moderators, ordinations, candidates for ordination as teaching elders under the care of Presbytery, certified ruling elders, ruling elders trained and authorized to serve communion, certified Christian Educators, teaching elders released from the exercise of ordained office, teaching elders who have renounced jurisdiction, and such other rolls as Presbytery or the Constitution of the Presbyterian Church (USA) or the General Assembly may require;
6. Keep a current record of officers, trustees, personnel serving on committees and commissions, task forces, commissioners to General Assembly, churches from which elder commissioners have been elected, and churches which have entertained Presbytery as hosts for its meetings;
7. Compile such reports as are required or requested by Synod and General Assembly;
8. Notify, in writing, all who have been elected or appointed to serve for specific duties;
9. Keep, in proper form, the permanent minutes of all meetings of Presbytery as well as the reports that are submitted at meetings of Presbytery;
10. Arrange for minutes to be taken at each meeting of Presbytery;
11. Coordinate the review of Session records for consideration and action of Presbytery on an annual basis;
12. Confirm annually that member congregations carry appropriate insurance and have sexual misconduct policies in place.
13. Serve as liaison with the Presbyterian Historical Society in the transfer of church and Presbytery records for archival storage;

Performance of the above responsibilities by the Stated Clerk shall be reviewed annually by the Personnel Committee of Presbytery according to the provisions of the Presbytery Personnel Policies and Procedures.