



MEMORANDUM

TO: Applicants
FROM: Personnel Committee
SUBJECT: Stated Clerk Position
DATE: June 16, 2011

The personnel committee is seeking qualified applicants for the (part-time) position of stated clerk. Persons applying for the position must be either a minister or elder in the Presbyterian Church (U.S.A.).

Attached are a copy of the position description and an application form. When you submit your application please include a brief statement indicating your reasons for seeking this position, along with a résumé of relevant experience. Ministers may submit a personal information form (PIF) with a cover letter in lieu of the résumé. **Return your application by July 31, 2011**, to the personnel committee c/o Indian Nations Presbytery, 1001 NW 25th Street, Suite 206, Oklahoma City, Oklahoma 73106-5622.

Please bear in mind that the following duties, responsibilities and skills are of prime importance in filling the position:

- The stated clerk keeps current rolls of ministers, commissioned lay pastors, and others as required by the presbytery and by the *Book of Order*.
- The stated clerk must have good computer skills, especially word processing ability.
- The stated clerk must be able to provide non-binding opinions on Book of Order requirements, and request assistance from the stated clerk of the General Assembly as required.
- The stated clerk must understand parliamentary procedure to assist moderators at meetings.
- The stated clerk must possess a working knowledge of the *Rules of Discipline* and provide training to the presbytery's permanent judicial commission.
- The stated clerk, along with other members of the presbytery staff, provides support to members and churches.
- The stated clerk will be expected to attend training conducted by the Office of General Assembly.
- See the position description for further information.

Thank you for your interest in this position. We look forward to speaking with you about your desire to serve in this capacity.

POSITION DESCRIPTION

TITLE: Stated Clerk

PURPOSE: Perform all duties prescribed by the *Book of Order* and the *Manual of Operations and Standing Rules of Indian Nations Presbytery* pertaining to documents, records, correspondence to other governing bodies and facilitating the requirements of *The Rules of Discipline*.

ACCOUNTABILITY: The Stated Clerk is elected by the Presbytery to a term of four years and is accountable to the Presbytery through the Council and its Personnel Committee.

GENERAL GOALS OF THE POSITION:

1. Supervise maintenance and distribution of all appropriate documents.
2. Communicate with other governing bodies.
3. Facilitate meetings of Presbytery.
4. Provide staff resource to Committee on Ministry, Committee on Preparation, Trustees and Council.
5. Provide training to Clerks of Session and PJC.

JOB FUNCTIONS, TASKS, AND PERFORMANCE RESULTS EXPECTED:

I. Function: Documents and records.

A. Tasks:

1. Prepare minutes for Presbytery, Council and Trustees.
2. Keep membership rolls of Ministers, Certified Christian Educators.
3. Process corporate papers.
4. Process reports going to other governing bodies.

B. Performance meets expectations when:

1. Presbytery minutes completed in the month of the meeting.
2. Council and Trustee minutes completed in the week of the meeting.
3. Changes in rolls made within a week of the action.
4. All corporate papers processed within a week of legal review.
5. All reports going to governing bodies processed without error.

II. Function: Communicate with other governing bodies.

A. Tasks:

1. Process all official correspondence with other governing bodies.
2. Respond to inquiries for interpretation of *Book of Order*.

B. Performance meets expectations when:

1. All reports going to governing bodies processed within a week of action.
2. Inquiries for interpretation of *Book of Order* provided the day of the request

III. Function: Facilitate meetings of Presbytery.

A. Tasks:

1. Supervise preparation of the docket in consultation with Presbytery Council, Council Moderator and Moderator of Presbytery.
2. Resource the Presbytery Moderator and act as Parliamentarian.

B. Performance meets expectations when:

1. Information for meeting packets is available for mailing and meetings.
2. All questions requested of Parliamentarian are answered timely and accurate.
3. Advise the Moderator of actions required to keep meetings in accordance with *Book of Order* and *Roberts Rules of Order*.

IV. Function: Provide staff resources to COM, COP, Trustees, Council and PJC.

A. Tasks:

1. Advise committees of actions required in accordance with the *Book of Order*.
2. Research questions pertaining to the work of units.

B. Performance meets expectations when:

1. All committees receive timely and accurate information.
2. Requests are made to OGA for assistance in complex and gray areas.

V. Function: Provide training to Clerks of Session and PJC.

A. Task:

1. Provide training for Clerks of Session.
2. Provide training for PJC members.

B. Performance meets expectations when:

1. New Clerks of Session receive training during the first or second year of service.
2. PJC members meet and elect Moderator and Clerk and receive training.

SKILLS, EXPERIENCE AND ABILITIES:

I. Skills

Must possess demonstrated skills in the following areas:

1. Oral and written communication.
2. Work in a staff position.
3. Computer skills commensurate with the position.

II. Experience

1. Work as a staff officer involving process.
2. Individual steeped in Presbyterianism that understands roll of service and counsel.
3. Service in positions at Presbytery, Synod and GA level.

III. Abilities:

1. Ability and desire to function as an Administrative Officer.
2. Self-motivation and able to prioritize and organize time and tasks effectively.
3. Professional appearance, ethical conduct and the ability to maintain confidentiality.

Evaluation:

A performance review will be conducted at least annually.



Indian Nations Presbytery

Presbyterian Church (U.S.A.)

Employment Application

Please complete this form and return it, along with a current résumé, to the address below.

Date: _____

Position applied for: _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone () _____ Best time to call you _____

Social Security Number _____

Are you legally eligible for employment in this country? Yes No

Note: If you are hired, you will be required to produce documents about your eligibility for employment in order to complete an I-9 Form.

EMPLOYMENT HISTORY

Please complete all of the following blanks about your employment history even if you do not think the questions relate to the position you seek.

Current or Last Employer

Name _____

Address _____
Street City State Zip

Telephone () _____ May we contact Yes No

Date of employment: From _____ To _____

Position or Title _____

Name/Title of Supervisor _____

Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities and important accomplishments _____

Reason for leaving _____

Next Previous Employer

Name _____

Name _____

Address _____
Street City State Zip

Telephone () _____ May we contact Yes No

Date of employment: From _____ To _____

Position or Title _____

Name/Title of Supervisor _____

Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities and important accomplishments _____

Reason for leaving _____

EDUCATIONAL BACKGROUND

	Name	City/State	Dates Attended	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Other	_____	_____	_____	_____

List any special skills, training, or knowledge you have for this position:

List any other achievements, awards, recognitions or licenses you would like considered:

Have you ever been accused or convicted of misconduct or any sort? If yes, please explain.

REFERENCES

If possible, list three business references who are not related to you. Otherwise, list three personal references who are not related to you.

Name	Address	City	State	Zip	Telephone	Years Known
1.	_____					
2.	_____					
3.	_____					

I understand that this application may be withdrawn or my employment may be terminated if I have made any misrepresentations on this form. I authorize the Indian Nations Presbytery and its agents to contact any person or employers listed on employment application to confirm information supplied by me and/or to obtain other material information about my employment. I authorize all persons and employers to release any information about my qualifications. I also release any person or employer which provides information from any and all liability for providing that information.

Signature

Date

Print Name