



PO Box 964 Petaluma, CA 94953-0964

Phone 707-765-1772 Fax 707-765-4467

Title: The Stated Clerk of the Synod of the Pacific

Status: As ecclesiastical officer of the Synod of the Pacific (SOP), the Stated Clerk (SC) provides all services required by the Constitution of the Presbyterian Church (U.S.A.) as detailed in the Book of Order. (G-3.0104, D-11.0701). The Stated Clerk shall be a Minister of the Word and Sacrament or a Ruling Elder in the Presbyterian Church (U.S.A.).

Responsibilities:

- I. *Constitutional Responsibilities:*

The Stated Clerk shall fulfill all duties required by the Constitution of the Presbyterian Church (U.S.A.), including but not limited to:

 - a. Record all transactions of the Synod.
 - b. Keep the Synod's rolls of membership and attendance and maintain any required registers.
 - c. Preserve the Synod's records and furnish extracts of them when required by another council of the church.
 - d. Report annually the roster of former members of the Permanent Judicial Commission, maintaining their current contact information.
 - e. Fulfill all required functions to facilitate judicial process in accordance with the Rules of Discipline.

- II. *Synod Assembly Support:*
 - a. Ensure that meeting accommodations are set for future Synod meetings.
 - b. Present for adoption at the Synod Meeting the docket and format for the meeting, as recommended by the Coordinating Committee.
 - c. Ensure that a call is issued for regular and special meetings of the Synod.
 - d. Receives all documents and reports from Synod committees and commissions and ensures their dissemination and consideration by the Synod Assembly.
 - e. Support the Moderator in facilitating Synod Assembly meetings, including preparation of a script docket or other materials as the Moderator may request;
 - f. Maintain and publish a current copy of the Synod Administration Manual/Manual of Operation and post on the Synod website.
 - g. Preparing annually any necessary amendments or corrections to the Synod Bylaws or Synod Administrative Manual/Standing Rules, for approval by the Synod Assembly;
 - h. Keep minutes, or appoint a recording secretary to do so, for all stated and called meetings of the Synod Assembly.
 - i. Function as Synod Parliamentarian.
 - j. Prepare Synod minutes for submission and review by the General Assembly.
 - k. Prepare and submit the take home piece of a Synod Assembly.



- III. *Presbytery Support:*
The Stated Clerk will provide support for presbyteries and their leadership, including:
- a. Advise Presbytery Stated Clerks and others as requested.
 - b. Coordinate the annual review of presbytery minutes for approval by the Synod Assembly.
 - c. Provide resources and orientation as requested.
- IV. *Judicial Process:*
- a. Provide staff services to the Permanent Judicial Commission.
 - b. Process all papers covering judicial matters submitted by other governing bodies.
 - c. Provide training and resources for the Permanent Judicial Commission.
 - d. Report actions of the Permanent Judicial Commission consistent with the directives of the Constitution of the Presbyterian Church (U.S.A.)
- V. *Additional Duties and Relationships:*
- a. The Stated Clerk is an officer of the Synod with the privilege of voice but no vote.
 - b. Member, ex-officio with vote, and secretary of the Synod Coordinating Committee.
 - c. Secretary of all Synod Corporations
 - d. The Stated Clerk serves as staff support to the Committee on Representation (COR)
 - e. Director, ex-officio member with voice and vote to the Board of Trustees of Zephyr Point Presbyterian Conference Center. Priority for time commitment determined by the Synod Executive.
 - f. The Stated Clerk will serve as a colleague in ministry with the Synod Executive, undertaking other work as assigned by the executive.

Essential Skills and Experiences

- Strong understanding and articulation of Book of Order Constitutional relationships between synods and constituent Presbyteries, and practical experience navigating mid-council leadership responsibilities.
- Interpretation of the Book of Order in order to guide and inform faithful, creative, and contextual ministry.
- Consistent attention to detail, maintaining careful, up-to-date, and accurate records.
- Prioritization of prompt and transparent communication in all formats: meeting papers, emails, phone calls, etc.
- Ability to develop interpersonal relationships with those who have wide-ranging perspectives.
- Ability to manage time effectively.



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- Maintenance of confidentiality and neutrality where appropriate and avoidance of triangulation.
- Exhibition of generous listening, patience, humility, and pastoral presence in the face of difficulties.
- Maintenance of healthy boundaries.
- Effective network among mid-council leadership across the PC(USA)
- Ability to create scenarios and contingency plans for options or alternative approaches.

Terms of Service and Expected Hours

- a. The person will be nominated by the Synod nominating Committee and elected to a definite term by the Synod and shall be eligible for re-election to any number of consecutive terms upon review and favorable evaluation by the Synod and as outlined in the Synod Administration Manual.
- b. The Stated Clerk is a part-time position paid on an hourly basis.
- c. The work hours average 10-13 hours per week. Standard office hours are Monday through Thursday 8:30am to 4:30pm Pacific Standard Time. Some availability is expected to be during standard synod office hours as needed.

Accountability and Evaluation

Reports: to the Synod Executive, except for ecclesiastical functions designated by the Book of Order.

Evaluation: At least annually by the Mission Personnel Committee

Acknowledgement:

I acknowledge that I have received the above job description, and have been afforded an opportunity to clarify questions or concerns, and agree to perform the duties assigned to me.

Signature

Date.