Presbytery of North Central California

Transitional Stated Clerk

POSITION DESCRIPTION | Proposed for Council Review

Appointment	**Part-time, 20–25 hours per week(more hours during months that include Presbytery meeting, fewer during other months)**
Term	12 months; extension of up to six months by mutual agreement and appropriate approval
Accountability	To the Presbytery, with supervision and evaluation through its designated bodies
Compensation **Position is exempt through federal Ministerial Exception**	To be established based on qualifications, responsibilities, and approved budget.
Work arrangement	Schedule, on-site expectations, and meeting attendance to be agreed upon

Position Purpose

The Transitional Stated Clerk serves as the Presbytery's constitutional officer for records and ecclesiastical governance while guiding, in collaboration with EP and Council, an intentional assessment of how the Stated Clerk function is organized and supported. The appointment has two equally important outcomes: continuity in essential duties and actionable recommendations for a sustainable long-term staffing model.

I. Essential Constitutional and Ecclesiastical Duties

- Serve as Stated Clerk in accordance with the Constitution of the Presbyterian Church (U.S.A.), Presbytery bylaws, standing rules, and applicable policies.
- Maintain and authenticate official Presbytery minutes, actions, rolls, registers, and permanent records; oversee their secure retention and accessibility.
- Coordinate constitutional and procedural requirements for Presbytery meetings, including notices, official records, elections, and actions; advise the Moderator on parliamentary and polity matters.
- Provide constitutional and procedural guidance to the Presbytery, its committees and commissions, sessions, and congregations, referring specialized matters as appropriate.
- Oversee processes for annual review of session records and required ecclesiastical and statistical reporting.
- Support proper handling and documentation of ecclesiastical judicial matters and other constitutional processes, working with designated commissions and legal counsel when needed.
- Maintain required communication and reporting with the Synod, General Assembly, and other councils.

II. Administrative Leadership and Collaboration

- Coordinate with the Executive Presbyter and administrative staff to clarify responsibilities, deadlines, and workflows.

- When possible, oversee rather than personally perform routine clerical functions such as formatting, distribution, data entry, and meeting logistics. Assess need for additional administrative support.
- Support maintenance of bylaws, standing rules, governance documents, records policies, and recurring procedures.
- Ensure continuity of official records and secure handling of confidential information.

III. Transitional Assessment and Recommendations

In collaboration with EP, NCCP Personnel Committee, and Presbytery Council:

- Review the current Stated Clerk workload and distinguish constitutionally necessary duties from tasks assigned by custom or convenience.
- Assess the division of responsibilities among the Stated Clerk, Executive Presbyter, other staff, and volunteer leadership; identify duplication, gaps, and bottlenecks.
- Communicate with relevant committees and commissions, staff, and representative congregational leaders to learn how the Stated Clerk currently supports their work.
- Evaluate document management, reporting, meeting preparation, records retention, and technology; identify achievable improvements and training needs.
- Review staffing models in similar PCUSA Presbyteries, including separate part-time roles for EP and SC, a combined Executive Presbyter/Stated Clerk role, and additional administrative or contracted support.
- Work with the Personnel Committee to develop two or more feasible staffing/organizational options with implications for cost, accountability, workload, continuity, and constitutional compliance.

IV. Qualifications

- Eligibility to serve as Stated Clerk under PC(USA) constitutional requirements and the Presbytery's governing documents.
- Substantial knowledge of PC(USA) polity, ecclesiastical processes, records, and mid council governance; prior Stated Clerk or comparable mid council experience strongly preferred.
- Strong judgment, discretion, organizational ability, and clear written and oral communication.
- Working proficiency with current technology for records, collaboration, virtual meetings, and reporting.

VII. Accountability and Evaluation

The Transitional Stated Clerk shall be elected or appointed through the process required by the Book of Order and Presbytery governing documents. The Personnel Committee will establish regular check-ins and evaluate performance both on reliable completion of constitutional duties and on progress toward transitional tasks. Recommendations are advisory; authority to approve staffing structures, budgets, and policies remains with the appropriate Presbytery bodies.

The Presbytery will provide reasonable administrative support. Priorities and scope will be revisited with EP and Personnel if constitutional duties or unanticipated events displace transitional work.

VIII. Nature of Appointment

This is a time-limited transitional appointment, not a commitment to a particular future staffing model. The Transitional Stated Clerk will help the Presbytery make an informed decision and prepare for a smooth handoff. Any extension or subsequent appointment will require separate action under applicable Presbytery and Book of Order policies.