

**PRESBYTERY OF THE MIDWEST
STATED CLERK POSITION DESCRIPTION**

February 2023

VISION: The Stated Clerk is called to help lead the Midwest Presbytery as it aspires to embody and proclaim Jesus' love as a global movement of congregations engaged together in God's mission through transformation, multiplication and effective biblical leadership.

RESPONSIBILITIES:

1. To communicate and maintain the Vision and Strategic Initiatives of the GA throughout the Midwest Presbytery (MWP).
2. To assist Presbytery Council in building a relationally healthy and nurturing agenda balanced with the completion of the business of Presbytery meetings.
3. To nurture the lives of leaders of all committees of Presbytery.
4. To build Networks/Clusters that facilitate mutual support between meetings.
5. To build and enhance relationships with all the TE/REs of the MWP.
6. To work with church sessions to advocate missional and disciple making initiatives appropriate for each congregation.
7. To bring discipline issues as referred to the Stated Clerk by committees or Churches of the MWP to the attention of the Presbytery.
8. To establish an office, office hours, correspondence, and visitation schedules.
9. To hire, train and provide oversight and interfacing with an Assistant Stated Clerk. The Assistant's primary responsibilities will include the administrative dimensions of the office of the Stated Clerk.
10. To fulfill the Stated Clerk responsibilities and duties as set out in the Bylaws of the Presbytery of the Midwest and in the EPC Book of Order either directly or indirectly through the Assistant Stated Clerk or other Presbytery staff.
11. To receive and record all pertinent communications and recommend appropriate action and to conduct all official correspondence of the Presbytery.
12. To serve as Secretary of the civil corporation, unless Presbytery chooses to elect another Trustee to serve such a task.
13. To represent the presbytery at denominational and other meetings, events and functions directly related to the mission and ministry of the Presbytery of the Midwest.
14. To establish a liaison with the General Assembly and receive continuing training through the Office of the General Assembly of the EPC in the business and best practices of serving as a Stated Clerk in the EPC.
15. To maintain and nurture relationships with the Moderators, Council members, Committees and Commissions of the MWP.
16. To provide counsel on matters of polity, parliamentary procedure, discipline and administration.
17. To perform such other duties as may be assigned by the Presbytery Council.

ACCOUNTABILITY: The Stated Clerk will be accountable to Presbytery. The Presbytery Council shall establish an Evaluation Committee for the annual evaluation of the Stated Clerk, and to review with the Stated Clerk the evaluation of the Stated Clerk's Office staff. The Evaluation Committee shall report annually to the Presbytery Council. Any assistants or paid Presbytery staff will be accountable to the Stated Clerk.

All powers and responsibilities not expressly granted to the stated clerk by this position description are reserved for the Presbytery. Any action taken by the stated clerk must be in conformity to the Book of Order, the By-laws of the Presbytery and the Acts of the Presbytery. Authority within the Presbytery rests with the Presbytery. The Biblical practice of plurality of leadership shall not be abridged by the performance of this position.

Salary available upon request.

Inquiries and resumes can be sent to search committee chair Pete at pcscrib@hotmail.com.