

# Resourcing & Support and Stated Clerk

Full Time - 40 hours

- Stated Clerk - 10 to 15 hours
- Resourcing Staff - 25 to 30 hours

## **Resourcing & Support Staff Responsibilities:**

- Resourcing & Support staff person will be responsible for the following areas within the life of the Presbytery and is accountable to the head of staff as delineated in the Personnel Policy.
  - Resource the church Development Team
  - Discernment Process for congregations
  - Churches in transition
  - Churches looking at future
  - Digital Church
  - Post Pandemic World
- Resource the Committee on Preparation for Ministry
- Resource Young Leader Formation Team
  - Triennium
  - Faith Formation
  - Youth Leader Training
- Provide Resourcing and support to teams, pastors and congregations as requested for the following areas
  - Stewardship/financial
  - COVID/Pandemic
  - Faith Formation
  - Congregational development
  - Missional Practices
  - Communication/Media
  - Other areas as needed
- Pastor/Leadership Development
  - Work with Presbytery Leader to provide opportunities for Leadership development of Pastors and other Church leaders.
- Communication/storytelling
  - Coordinate with Presbytery staff to collect, curate, edit and publish congregation/ministry stories
- Staff and resource a Presbyterian Disaster Assistance team
- Assist the Presbytery Leader with the work of the presbytery as requested.

## **Stated Clerk Responsibilities:**

- Provide Oversight to Presbytery Staff
  - in filing of statistical reports
  - Maintaining records on clergy
  - Other denominational recording keeping
  - Presbytery minutes
- Assist with processing calls, covenants, dissolutions and transfers
- Oversee annual session records review
- Provide training for Administrative Commissions
- Provide for oversight of the Rules of Discipline functions including implementation of Investigating Committee when needed
- Resource Presbytery Coordinating Team
- Resource COM upon request
- Work with Executive Team on Planning Presbytery Meetings/Presbytery Agenda
- Serve as Parliamentarian
- Resource Property and Insurance Team as requested
- Resource for Book of Order/General Assembly interpretation

Accountability: The Resourcing/Stated Clerk Staff person is supervised by the Presbytery Leader and is annually reviewed by the Personnel Committee of the Administration and Coordinating Team in accordance with the Presbytery of The Highlands Personnel Policy and Practices manual. In accordance with the Book of Order (G-3.0104) the Stated Clerk will be elected annually.

The ACT will appoint a search team made up of Personnel committee team members, ACT members and members at large along with the Presbytery Leader as ex officio.