



Purpose: To provide temporary Stated Clerk services for the Presbytery of Newton

Acting Stated Clerk Position

- 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 Trustees Team as requested
- Resource for Book of Order/General Assembly interpretation

Contract basis – up to 40 hours per month.

The Stated Clerk is accountable to the presbytery through the Presbytery Personnel Committee and Presbytery leader.