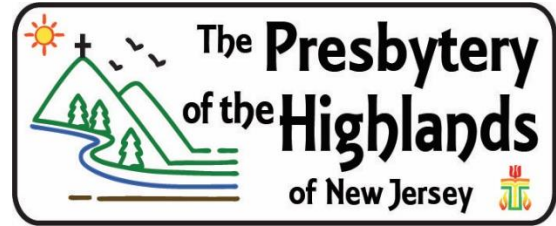


## RESOURCING & SUPPORT/STATED CLERK Position



The Presbytery of the Highlands of New Jersey is seeking a Resourcing & Support and Stated Clerk staff person. This is a full time position.

The Presbytery of the Highlands located in northwest New Jersey is a newly formed presbytery of 80 congregations and approx. 13,000 members.

We are looking for a person who has experience and skills in resourcing and supporting teams and congregations in multiple areas of ministry. The position also includes the position of Stated Clerk. Previous experience as a Stated Clerk is not a requirement.

Full Time – 40 hours

- Stated Clerk – 25%  
Resourcing Staff – 75%

### **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
- Resource the Committee on Preparation for Ministry
- Resource Young Leader Formation Team
- Provide Resourcing and support to teams, pastors and congregations as requested which may include 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 as needed
- Provide for oversight of the Rules of Discipline functions including implementation of Investigating Committee when needed
- Resource Presbytery Administration and Coordinating Team
- 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

Administrative work of the Stated Clerk is provided by other presbytery staff.

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.

This is an elected three-year term.

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.

Salary package includes Board of Pensions, SECA, Continuing Education and Travel/Professional expenses.

Please send PIFs to Rev. Jeanne Radak, Presbytery Leader at [jbradak@highlandspresbytery.org](mailto:jbradak@highlandspresbytery.org) before December 15. Only electronic PIFs will be accepted. If you have questions please contact Jeanne at 973-580-2278.

Additional information about the presbytery is available at [www.highlandspresbytery.org](http://www.highlandspresbytery.org)