

Stated Clerk
Winnebago Presbytery
February 2017

Purpose: To support Winnebago Presbytery's congregations in matters of polity and parliamentary procedure; to keep the records of minister members and congregations; to provide advice and counsel to persons and groups within the presbytery on the Constitution of the Presbyterian Church (U.S.A.); to work with other Presbytery staff in management of Presbytery meetings; and to facilitate Judicial Process.

Accountability: The Stated Clerk is an exempt position accountable to the Presbytery through the Leadership Commission.

Term: The Stated Clerk's term is an elected position with term length of three years. This is a one quarter time positions – approximately 10 hours a week or 520 hours per year.

Responsibilities:

1. To keep a permanent record of all actions of Presbytery.*
2. To record the business of Presbytery, providing a complete electronic copy of Presbytery minutes to the Presbytery office within two weeks of the Presbytery Meeting.*
3. To keep the permanent roll of Presbytery; and to keep a roll of ministers and elders of the churches represented at each Presbytery meeting, as well as those absent with notice and those absent.*
4. To keep a complete file of the minutes and submit these minutes annually to the Synod for review and approval.*
5. To record the minutes of the Winnebago Leadership Commission.*
6. To act as the Parliamentarian of the Presbytery, and to act as advisor to its ministers and member congregations on questions of Constitutional interpretation and parliamentary usage.
7. To oversee and confirm the transmission of all required annual statistical reports to the General Assembly.
8. To coordinate and/or conduct reviews of the records of the Clerks of Session in the churches of the Presbytery (G.10.0301)
9. To handle the correspondence received by the Stated Clerk.
10. To resource Clerks of Session within the presbytery in fulfilling their roles.
11. To provide resources and advice for the Presbytery moderator as needed, and handle other details of meeting management in consultation with the General Presbyter and office staff.
12. To be the primary resource staff person to the Permanent Judicial Commission, Administrative Commissions and other Presbytery Committees and Task Forces as assigned; and to facilitate the Judicial Process within the Presbytery as provided by the Rules of Discipline and policies of Winnebago Presbytery
13. To resource the Presbytery on General Assembly Bills and Overtures and provide training of commissioners to the General Assembly.
14. To be a member of WLC with voice but not vote.

15. To serve as registered agent of Presbytery as a legal corporation within Wisconsin and is authorized to be a legal and financial signatory for the Presbytery as needed.

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Ethics and Values: Honors the core values and beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and nonstressful situations; practices the behaviors he/she advocates to others.

Informs Others: Provides the information people need to know to do their jobs well; helps people understand the information and its relevance to the task at hand; is timely and transparent in the sharing of information. Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Project Management: Identifies the key objectives and scope of a proposed project; garners needed resources and project support; develops realistic and thorough plans for achieving key objectives; keeps team members briefed on progress; implements action plans; communicates progress to sponsors; identifies and resolves barriers and problems.

Minimum Qualifications: Bachelor's degree. 3-5 years experience in a relevant position (pastor, clerk, ruling elder serving on a Session). Demonstrated expertise in Presbyterian Polity. Parliamentary training preferred but not required.

Physical Requirements: Able to travel to meetings (locally and nationally); able to sit for long periods of time; able to speak in a public forum.

Stated Clerk Description Details

Winnebago Presbytery Minutes

- a. Take minutes at each meeting of Winnebago Presbytery
- b. Provide a complete electronic copy of each set of Presbytery minutes to the Presbytery Office within two (2) weeks of the Presbytery Meeting.
- c. If additional changes need to be made to these minutes after they have been sent to the Presbytery Office, send a corrected copy to the office immediately upon correction. The corrected and complete copy to be sent as part of the next meeting packet should be at the Presbytery Office no later than one month before the next Presbytery meeting.
- d. Submit minutes annually to the Synod for review and approval.

Permanent Record

- a. Keep a permanent record of all actions of Presbytery

Roll

- a. Keep the permanent roll of the presbytery. Communicate changes in the roll as soon as known to the presbytery office.
- b. Keep the roll of ministers and elders of the churches represented at each presbytery meeting, as well as those absent with notice and those absent.
- c. Submit meeting roll records on month prior to the next presbytery meeting for inclusion in the meeting packet.

Annual Statistical Reports

- a. Oversee and confirm the transmission of all required annual statistical reports to the General Assembly.

Parliamentarian/Polity Advisor

- a. Serve as parliamentarian at each meeting of the presbytery
- b. Serve as parliamentary and polity advisor to the Moderator of the presbytery.
- c. Serve as parliamentary advisor to all ministers and member congregations on questions of constitutional interpretation and parliamentary usage.
- d. Answer all requests for information promptly.

Records/Minutes reviews

- a. Coordinate and/or conduct reviews of the records of the clerks of session in the churches of the presbytery (G – 10.0301)
- b. Resource clerks of Session within the presbytery in fulfilling their roles.

Presbytery Meeting Resource

- a. Work with Moderator, Vice Moderator and General Presbyter in presbytery meeting preparation and management.

Correspondence

- a. Handle correspondence received by the Stated Clerk via US mail, email, fax and telephone in a timely fashion.

Polity Resource*

- a. Serve as primary resource staff person to the Permanent Judicial Commission, Administrative Commissions, and all other Presbytery Committees and Task Forces as assigned.
- b. Facilitate the Judicial Process within the Presbytery as provided by the Rules of Discipline and the Presbytery of Winnebago.
- c. Advise churches and members of Winnebago Presbytery

* May be assigned to a recording clerk.

Commission on Ministry Coordinator

Winnebago Presbytery

February 2017

Purpose: To resource and coordinate all aspects of the work of the Commission on Ministry.

Accountability: The COM Coordinator is a non-exempt position employed by the Presbytery and accountable to and supervised by the General Presbyter

Hours: This position is 15 hours per week.

Responsibilities:

1. Work in concert with the moderator of COM to carry out the work of COM.
2. Work with congregations in pastoral transition by helping Sessions discern and obtain appropriate transitional leadership and by educating Sessions and Congregations about the entire call process and supporting them as they work through the process.
3. Assist COM members in doing triennial visits by participating in visits when needed and by providing relevant information for liaisons to share with pastors and congregations.
4. Assist and train COM members who are working with congregational Pastoral Nominating Committees (PNCs) so that they can effectively support the PNC.
5. Update and oversee policy changes especially as they relate to updates/changes in the constitution of the PC(USA) and ensure that policies and procedures of the presbytery align with current practices.
6. Plan and implement educational events that equip COM members in their work with congregations and pastors.
7. Serve as the initial contact with the PC(USA) Call and Vocational offices
8. Attend WLC meetings as needed, with voice
9. Attend Presbytery meetings as needed, with voice

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Organizational Knowledge: Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach appropriately.

Informs Others: Provides the information people need to know to do their jobs well; helps people understand the information and its relevance to the task at hand; is timely and transparent in the sharing of information.

Leadership Development: Encourages others to discover and engage their giftedness and skills in service to the larger community; calls out the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the organization; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care

Minimum Qualifications: Bachelor's degree. Familiarity with context and theology of mainline protestant churches and experience with pastoral transitions.

Physical Requirements: Able to travel to meetings (locally and nationally); able to sit for long periods of time; able to speak in a public forum.

Evaluation: There will be an annual review and evaluation conducted by the General Presbyter

Term: The person is selected & terms of employment are determined by Presbytery's Personnel Committee.

Commission on Ministry Coordinator Details

COM Minutes

- a. Record Minutes at COM; ensure a permanent copy is kept in the office and provided to the Stated Clerk

Meeting Planning/Participation

- a. Coordinate with the COM moderator to prepare the docket for COM meetings. Send the docket and relevant papers to all COM members prior to the meeting.
- b. Coordinate the location of the meeting.
- c. Serve as a member of COM with voice but not vote.
- d. Attend the WLC meeting as needed, with voice.
- e. Attend Presbytery meetings as needed, with voice.

Supporting COM

- a. Assign liaisons to congregations. Review annually.
- b. Support CPM specialists on COM when the presbytery has inquirers or candidates under care (shared with GP).

Supporting Congregations in Transition

- a. When a pastor makes the announcement that s/he is leaving, be present at the Session meeting to begin guiding them through the process
- b. Provide education on the transition process to the Session (and if appropriate, congregation) including information about dissolving the pastoral relationship, the different types of transitional leadership, the Church Leadership Connection, the process of self study, the process of electing a PNC, the Presbytery's process of accepting ministers into membership, and the EEO requirements of the denomination.
- c. Provide logistical support including assigning CLC passwords, performing CLC/PNC matches and providing PIF reading orientation.
- d. Ensure that appropriate paperwork is complete (MIF, EEO, and alert Stated Clerk about transfer requests).

Supporting Minister Members

- a. Work to ensure a smooth entry into the presbytery by making sure the new minister member checklist is completed in a timely manner (background check, membership interview, biographical information, PIF, introduction to the presbytery etc...)
- b. Meet with pastors as able and be available to pastors as a resource.

Compensation/Contracts

- a. Gather compensation information annually to provide to COM in preparation for making salary increase recommendations to the Presbytery
- b. Review and follow-up on all contracts/terms of call on an annual basis to ensure that the office has up-to-date information and that TEs and Ruling Elders who are Commissioned are reporting compensations properly.

Training

- a. Attend the Synod of Lakes and Prairies Leadership Training for COM/CPM leadership as needed
- b. Attend the Lombard Mennonite Peace Center Training on Conflict in Congregations

ADMINISTRATIVE ASSISTANT

Winnebago Presbytery

February 2015

Purpose: To provide administrative services to the Presbytery.

Accountability: The Administrative Assistant is a non-exempt position accountable to the General Presbyter

Responsibilities:

1. Perform the administrative work of Presbytery in consultation with its programmatic and ecclesiastical units.
2. Serve as the recording secretary to the Finance Commission and other committees and commissions as assigned.
3. Coordinate communications: create weekly newsletter, maintain social media and maintain web site.
4. Maintain primary and secondary databases.
5. Provide for hospitality at meetings and education gatherings.

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the presbytery; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential function of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risks and uncertainty; is flexible.

Minimum Qualifications: High school degree or equivalent; should be comfortable with software like: Constant Contact, WordPress, Google Drive, and MS Office Suite.

Physical Requirements: Able to sit for long periods; able to travel to meetings; able to speak in a public forum; able to lift up to 30 pounds.

Evaluation: There will be an annual review and evaluation conducted by the General Presbyter

Term: The person is selected & terms of employment are determined by Presbytery's Personnel Committee.
