

Functions of the Stated Clerk

POSITION DESCRIPTION

Position Title: The Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.)

Entity: General Assembly

Department: Office of the General Assembly

Grade: 22

Salary Range:

Basic Commitment: The Stated Clerk is an Elder or Minister of the Word and Sacrament of the Presbyterian Church (U.S.A.), with a strong commitment to Jesus Christ as Lord and to the mission of the church as informed by Scriptures and the church's confessions and theological positions.

Purpose of the Position: The position exists to carry out the responsibilities and functions proscribed in the *Book of Order*, the General Assembly Organization for Mission and the Standing Rules of the Meetings of the General Assembly.

Reports To: The General Assembly (GA) and to the Committee on the Office of the General Assembly (COGA).

Supervises: The Stated Clerk is the chief executive officer of the Office of the General Assembly (OGA).

Budget Accountability: Budget as approved by COGA and the GA for funding GA meetings, OGA and all bodies relating to it, ecumenical participation and other necessary expenses to carry out the functions assigned to the Stated Clerk.

Duties and Responsibilities (always to be read in conjunction with the GA Organization for Mission (Section IV) and the Standing Rules of the Meetings of the General Assembly (Section H)):

1. Responsibilities relating to the **meetings of the General Assembly**:
 - A. Responsible for all matters related to the sessions of the GA;
 - B. Receives all reports and overtures and recommends referral;
 - C. Prepares proposed docket, proposes number of committees;
 - D. Parliamentarian for the meetings of GA;
 - E. Transmits report of actions of GA and publishes GA proceedings.
2. Responsibilities relating to the **Constitution**
 - A. Officer of GA, shall preserve and defend the Constitution and will support decisions, actions and programs of GA;
 - B. Gives advisory opinions on the meaning of the Constitution of PC (USA) and actions of GA;
 - C. Retains legal counsel and participates in legal proceedings as necessary, after consultation (Advisory Comm. on Litigation)
 - D. Publishes the Constitution;
 - E. Reports the decisions of the GA Permanent Judicial Commission;
 - F. Ex officio member of Advisory Committee on the Constitution.

3. Responsibilities relating to **Ecumenical Ministries:**
 - A. Permanent ecumenical representative of GA and member of each PC (USA) delegation to ecumenical or interfaith body;
 - B. Corresponding member of General Assembly Council and member of any body responsible for ecumenical and interfaith policies.
4. Responsibilities relating to **Administration:**
 - A. Chief executive officer of the OGA;
 - B. Submits budget to COGA and GA;
 - C. Maintains archives and supervise agency (Presbyterian Historical Society) for Presbyterian history preservation;
 - D. Conducts general correspondence of PC (USA);
 - E. Promotes the harmony of GA and its agencies in cooperation with GAC and its Executive Director, particularly governing body relationships.

Relationships: The SC is an officer of the GA; corresponding member of GAC and COGA; member of the Expanded Staff Leadership Team.

Qualifications: The work of the Stated Clerk must be undertaken as a conscious act of discipleship to Jesus Christ. It always bears elements of a pastoral style, both with individuals to whom the Clerk relates, and as a spiritual leader for the whole church.

1. Leadership Style

Ability to work in a consultative style within and across agency, council, and governing body lines, with a holistic view of the denomination as part of the church of Jesus Christ.

Ability and willingness to share and delegate authority.

Ability to understand and articulate the perceptions and positions of others.

Sensitivity to others' concerns and the ability to act as reconciler in areas of conflict.

2. Ecclesiastical Expertise

Knowledge of and ability to interpret the constitutional heritage of the denomination.

Knowledge of the history and polity of the denomination.

Knowledge of the organization and operations of the General Assembly and other governing bodies of the church.

Knowledge of ecumenical structures in which the denomination participates.

3. Administrative Abilities

Ability to anticipate and define problems and seek creative solutions and identify future options.

Ability to make decisions on any given assignment and to work on several tasks at the same time.

Ability to organize own work and that of others.

Ability to supervise staff in a variety of tasks.

Ability in fiscal planning and management.

4. Communications Skills

A demonstrated ability in public speaking, writing, and editing.

Ability to interpret the *Book of Order* in differing contexts and on various issues so that the church-at-large can understand them.

From the Organization for Mission, Section IV., Office of the General Assembly.

2. Stated Clerk of the General Assembly

- Title** a. The title of the Stated Clerk is “The Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.)” and may be used by the incumbent until a successor is elected and takes office.
- Functions** b. *Functions of the Stated Clerk* [For functions related to General Assembly meetings, see Standing Rule H.2.)
- (1) The Stated Clerk shall conduct the general correspondence of the Presbyterian Church (U.S.A.). In this connection, all items of correspondence directed to the Presbyterian Church (U.S.A.), or to the General Assembly, shall be routed to the Stated Clerk.
 - (2) As an officer of the General Assembly, the Stated Clerk shall preserve and defend the *Constitution of the Presbyterian Church (U.S.A.)*, and support the decisions, actions, and programs of the General Assembly. The Stated Clerk shall give advisory opinions concerning the meaning of the provisions of the *Constitution of the Presbyterian Church (U.S.A.)*, and shall give advisory opinions on the meaning of the actions of the General Assembly. When the Stated Clerk deems it necessary, after consulting with appropriate persons or bodies, the Stated Clerk may retain legal counsel and institute or participate in legal proceedings in civil and criminal courts.
 - (3) The Stated Clerk shall publish the *Constitution of the Presbyterian Church (U.S.A.)*, and other materials as may be necessary to help the church understand and be guided by the *Constitution*. The Stated Clerk shall prepare editorial changes in the *Book of Order*, which should be reviewed by the Advisory Committee on the Constitution, provided the changes do not alter the substance of the text approved by vote of the presbyteries. The Stated Clerk shall be a member ex officio of the Advisory Committee on the Constitution, without vote.
 - (4) On receipt of the certified record and final decision in a case of judicial process from the clerk of the Permanent Judicial Commission of the General Assembly, the Stated Clerk shall report the decision to the General Assembly if it is in session, or to its first session thereafter if it is not. When a decision of the Permanent Judicial Commission contains an order directed to another governing body, the Stated Clerk shall obtain from the governing body a statement of its compliance and make a full report to the next General Assembly.
 - (5) The Stated Clerk shall provide staff services to the Advisory Committee on the Constitution and any other committees established to draft, consider, or amend *The Book of Confessions* or any of the documents it includes.
 - (6) As the continuing ecclesial officer of the General Assembly, the Stated Clerk shall be a member of each committee that may be established to undertake discussion regarding organic union with another church or churches.
 - (7) The Stated Clerk is the permanent ecumenical representative of the General Assembly and shall be a member of each delegation representing the Presbyterian Church (U.S.A.) in ecumenical or interchurch bodies or councils, and in faith and order bodies, including bilateral conversations and dialogues.
 - (8) The Stated Clerk shall be a corresponding member of the General Assembly Council, and a nonvoting member of its Worldwide Ministries Division. He or she shall be a member of any other body responsible for coordinating, formulating, or implementing the ecumenical and interfaith policies and programs of the General Assembly.
 - (9) The Stated Clerk is the chief executive officer of the Office of the General Assembly. The Stated Clerk shall have available personnel to assist in performing the assigned functions.
 - (10) The Stated Clerk, with the concurrence of the Committee on the Office of the General Assembly, may nominate to the General Assembly one or more persons to serve as Associate Stated Clerks of the assembly (Standing Rule H.2.d.).
 - (11) The Stated Clerk, after consultation with the Committee on the Office of the

General Assembly, may appoint one or more Assistant Stated Clerks. The term of the appointment shall be four years, subject to reappointment by the Stated Clerk, after consultation with the Committee on the Office of the General Assembly.

(12) The Stated Clerk shall submit to the Committee on the Office of the General Assembly, for its action and recommendation to the General Assembly, a proposed budget. This budget shall provide for the funding of the sessions of the General Assembly, the Office of the General Assembly and all bodies related to it, the funding of the participation of the Presbyterian Church (U.S.A.) in ecumenical bodies, and other expenses deemed necessary.

(13) The Stated Clerk is responsible for maintaining the archives and records management facilities of the Presbyterian Church (U.S.A.), for the supervision of an agency for the preservation of the history of American Presbyterianism, and for the promotion of the study of Presbyterian history. The Stated Clerk shall assure the implementation of a records management program.

(14) The Stated Clerk shall promote the harmony and efficiency of the General Assembly and its agencies in cooperation with the General Assembly Council and its Executive Director, with special attention to relationships between General Assembly entities, and with synods, presbyteries, and sessions. The Stated Clerk shall have membership on or relationship to appropriate committees, commissions, and agencies of the General Assembly as it shall determine from time to time.

(15) The Stated Clerk shall receive all resignations from service on General Assembly entities and shall declare the positions vacant in accordance with Standing Rule M.3.a. below entitled "Serving on Assembly Entities."

**Office of the
General Assembly**

c. *The Office of the General Assembly*

(1) The Stated Clerk shall employ and supervise the personnel necessary to do the work of the Office of the General Assembly, and provide oversight of the personnel of all bodies related to the Office of the General Assembly who shall be accountable to the Stated Clerk unless other provisions have been made. Staff vacancies within the Office of the General Assembly (other than the appointment of Assistant Stated Clerks) may be filled by the appropriate supervisor (with the concurrence of the Stated Clerk).

(2) All equal employment opportunity and other uniform policies relating to employment and compensation of the personnel of General Assembly agencies shall apply also to personnel of the Office of the General Assembly and all bodies related thereto. All personnel appointments shall be in accordance with the personnel policies of the Presbyterian Church (U.S.A.) and the requirements of *Book of Order*, G-9.0104.

(3) The Stated Clerk may designate a member of the staff of the Stated Clerk to be the budget officer of the Office of the General Assembly.

The following will be related to the Office of the General Assembly for staffing and budgeting purposes: Committee on the Office of the General Assembly, Permanent Judicial Commission, Board of Directors of the Presbyterian Historical Society, Committee on Representation, Advisory Committee on the Constitution, Advisory Committee on Litigation, General Assembly Nominating Committee, Presbyteries' Cooperative Committee on Examinations for Candidates, and commissions and special committees of the General Assembly (see Standing Rule K.I.).

(4) All income received by the Office of the General Assembly from sales, bequests, gifts, or from any other source, shall be transmitted to the treasurer of the Presbyterian Church (U.S.A.), A Corporation. These funds shall be separately accounted for by the treasurer. All payments related to the Office of the General Assembly shall be made by the treasurer upon the receipt of regular vouchered requests, or other adequate documentation, bearing the authorization of the Stated Clerk or a person designated by the Stated Clerk.

(5) The Department of History in the Office of the General Assembly shall be under the direction of a person appointed by the Stated Clerk. The general administration of the Department of History shall be carried out from Philadelphia, which will be the location of

the office of the director of the department. The director, with the concurrence of the Stated Clerk, shall determine which functions shall be carried out in Philadelphia and in the department's study center in Montreat, North Carolina. All restricted and other funds contributed to the endowment of the former Department of History of the United Presbyterian Church in the U.S.A. or the former Historical Foundations of the Presbyterian Church in the United States are held by the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation. Funds secured after 1983 resulting from development efforts are also placed in accounts with the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation. Funds originally designated for the maintenance of the archival facility at Montreat and the records and memorabilia contained therein will continue to be used for that facility alone. Should that archival function cease at the Montreat facility, all restricted and other funds contributed for that purpose will be held by the Presbyterian Church (U.S.A.), Foundation, and the Presbyterian Church (U.S.A.), A Corporation, and used for the support of the archival facility and program of the Office of the General Assembly by the Department of History.

H

STANDING RULES OF THE GENERAL ASSEMBLY

Standing Rules H.2.a.

Title/Functions

2. Stated Clerk of the General Assembly

a. Title and Functions of the Stated Clerk at the General Assembly

(1) The title of the Stated Clerk is “The Stated Clerk of the General Assembly of the Presbyterian Church (U.S.A.)” and may be used by the incumbent until a successor is elected and takes office.

(2) The Stated Clerk is accountable, through the Committee on the Office of the General Assembly, to the General Assembly for the performance of the duties of the office, and shall present to each meeting of the General Assembly a report on the state of the church.

(3) The Stated Clerk is responsible for all matters related to the sessions of the General Assembly and all other matters relative to and arising from the General Assembly for which no other assignment has been made.

(4) The Stated Clerk shall also be responsible for guidance of the procedures for candidates seeking the office of Moderator, and for supervision of the election of each Moderator.

(5) In accordance with directives from previous General Assemblies and in consultations with the Committee on the Office of the General Assembly, the General Assembly Council, and other General Assembly agencies, the Stated Clerk is authorized to decide on matters pertaining to facilities and special events that must be established before the first meeting of the Assembly Committee on Bills and Overtures.

(6) The Stated Clerk shall receive all reports, communications, overtures, and any other materials appropriate for General Assembly consideration. The Stated Clerk shall recommend to the Committee on the Office of the General Assembly, for presentation to the Assembly Committee on Business Referral, a referral of such items of business coming before the General Assembly (Standing Rule C.3.e.).

(7) The Stated Clerk shall prepare for consideration of the Committee on the Office of the General Assembly a proposed docket for the General Assembly’s consideration of its business (Standing Rule C.4.a.). The Committee on the Office of the General Assembly shall present the proposed docket to the first meeting of the Assembly Committee on Bills and Overtures so that it may recommend a docket to the commissioners at the first business session. The docket presented to the Assembly Committee on Bills and Overtures shall provide a time early in the General Assembly for a report by the Stated Clerk on the state of the church, and for a report by the Committee on the Office of the General Assembly.

(8) The Stated Clerk shall propose to the General Assembly the number of assembly committees and a name for each committee after consultation with the Committee on the Office of the General Assembly and the appropriate General Assembly entity or entities (Standing Rule C.1.). The Stated Clerk shall present the committee structure to the General Assembly for ratification at the first business session. Each commissioner and advisory delegate shall be assigned by random selection to one assembly committee at least forty-five days before the opening date of the General Assembly (Standing Rule C.2.).

(9) The Stated Clerk shall provide opportunity for orienting the commissioners, advisory delegates, and others taking part in the session of the General Assembly. The use of *Robert’s Rules of Order*, sources of parliamentary advice, and the availability of resource persons and materials to facilitate their work should be part of the orientation.

(10) The Stated Clerk shall be the parliamentarian for the meetings of the General Assembly, or arrange for the service of a professional parliamentarian.

(11) The Stated Clerk shall transmit to the governing bodies and agencies of the assembly, persons who presented business to the assembly, and others affected by the assembly's actions, a report on actions of the General Assembly on matters pertaining to their concerns. The Stated Clerk shall transmit to the presbyteries all assembly actions on which the presbyteries are requested to take action.

(12) As soon as practicable after the adjournment of the General Assembly, the Stated Clerk shall publish the assembly's proceedings and other documents as the assembly may direct in an appropriate format (i.e. print or electronic) to be determined by the Stated Clerk.