**Duties in Fulfillment of the Role & Responsibilities of the Stated Clerk**

1. **Works with the Coordinating Council in the planning and implementation of meetings of the presbytery, which ordinarily meets quarterly**

* Identifies appropriate settings for meetings and works with the Coordinating Council and those hosting, to provide for the room arrangement, technology, and hospitality needed to support the presbytery’s gathering.
* Works with the Coordinating Council to prepare the docket and with presbytery staff to post the docket, meeting materials and call to the meeting, listing the purpose(s) for which special meetings have been called.
* Oversees the finalizing of the minutes of each stated meeting of the presbytery, including the roll, attendance record of clergy and number of Ruling Elder commissioners attending from each particular church.
* Establishes a two-person committee authorized to review the minutes of that meeting, and transmits the committee’s report to the next stated meeting of the presbytery. Provides for the minutes of each special meeting of the presbytery to be approved at the close of the special meeting.
* Nominates a permanent clerk in December of each year for election by the presbytery for a term of one year.

2. **Creates and Maintains the Reports and Records of the presbytery**

* Notifies the Communications & Technology Specialist of any changes to be made to the Leadership Handbook of the presbytery and the Manual for Clerks of Sessions.
* Provides statistical data for annual per capita statements sent to the clerks of sessions of the particular churches.
* Works with office staff to distribute the annual statistical report forms to the particular churches (December) and, upon return of reports, to compiles presbytery report to the Office of the General Assembly. Follows-up with churches to assure timely submission.
* Solicits and reviews Annual Terms of Call reports from churches in regard to Called and Installed Teaching Elders and submits to the Commission on Ministry for approval, all Terms of Call reports received.
* Reviews financial terms of Covenants of Agreement between Sessions and Temporary Pastors and reports to the Commission on Ministry.
* Receives from the churches a list of the Ruling Elders deceased during each calendar year and prepares the Necrology Report for the presbytery. (Ordinarily included in a stated meeting during the first quarter of the year)
* Prepares the official minute book of the presbytery for submission to the Synod Committee on Presbytery Records. Serves as a member of the Synod Committee on Presbytery Records.
* Completes forms required by the synod and the General Assembly: the annual report Forms that report receiving and dismissing clergy, changes in status, retirements, deaths, etc.; Sends required forms to stated clerks of presbyteries when persons are received or dismissed.
* Communicates regarding proposed amendments to the constitution which require action by the presbytery; Reports the votes of the presbytery on amendments to the Office of the General Assembly.
* Sends the original minutes of the presbytery, upon approval by the Synod, to the Department of History in Philadelphia. Keeps copies of the original minutes, both electronically and in hard copy form.
* Sends all records of churches that have been closed or merged to the Department of History in Philadelphia.
* Provides forms used by commissions to install or ordain clergy, to be signed by the participants and reported to the presbytery.
* While the stated clerk may work off-site, all documents and records of the presbytery shall be maintained at the presbytery office.

**4. Provides staff Support to Presbytery Entities and to Clerks of Session of local congregations**

* Establishes days and hours that he/she will be available and communicates this to the presbytery.
* Serves as secretary of the Coordinating Council with voice but without vote; facilitates ecclesiastical functions.
* Serves as the primary presbytery staff resource person and secretary to the Committee on Preparation for Ministry as an ex-officio member with voice but without vote.
* Serves as secretary and an ex-officio member of the Commission on Ministry with voice, but without vote.
* Serves as the presbytery’s primary resource person for The Board of Pensions process and requirements.
* Establishes and oversees a process for annual review of session records.
* Consults with Pastor Nominating Committees in regard to Terms of Call and prepares final Terms of Call forms for use at Congregational Meetings when voting takes place to Call a Pastor or Associate Pastor.
* Distributes and receives applications for Validated Ministries outside of a congregation. Distributes and receives Annual Reviews of Validated Ministries outside of a congregation and Member at Large members of the presbytery. Submits the received applications and reports to the Commission on Ministry, with recommended action, for approval.
* Provides training for the clerks of sessions of the particular churches when requested by the presbytery.
* When applicable, implements the Rules of Discipline by training members of an investigating committee, a committee of counsel and/or the Committee on Ministry.
* Provides staff assistance to Administrative Commissions of the presbytery and to the Permanent Judicial Commission.
* Receives all overtures, memorials and miscellaneous papers addressed to the presbytery and transmits to the appropriate committees all documents which require their attention and to the Coordinating Council all other papers and communications not otherwise assigned; Makes a record of the papers received and their disposition.
* Notifies newly elected members to presbytery committees of their election.

**5. Serves as a conduit among the Presbytery of Carlisle, the Synod of the Trinity and the General Assembly:**

* Notifies commissioners to the synod and the General Assembly of their election by the presbytery and sends all information requested by the synod and the General Assembly that is to be transmitted through the presbytery office.
* Provides for the orientation of commissioners to synod and General Assembly (currently handled collaboratively with other presbyteries).