



The Presbytery of Carlisle

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Presbytery Leader for Governance and Congregational Leadership (Formerly known as Stated Clerk)

Purpose: The Presbytery Leader for Governance and Congregational Leadership shall serve as an officer of the presbytery, fulfilling the requirements of the Book of Order for the Stated Clerk: *Records the transactions of the council, keeps its rolls of membership and attendance, maintains any required registers, preserves its records, and furnishes extracts from them when required by another council of the church.* (G-3.0104)

Serves as the parliamentarian to the presbytery and as the secretary of the corporation formed by the presbytery. With the Interim Executive Presbyter (and successor), works alongside committees, pastors and Sessions in fulfillment of the shared mission and common purpose of the presbytery.

- 1. With the Commission on Ministry, promotes the thriving of congregations* by walking alongside Sessions, pastors, transitions teams, PNCs, etc. as they navigate pastoral transitions, address conflict, explore congregational viability, and/or experiment with new ministry models.**
- 2. Leadership Development:* With the Committee on Preparation for Ministry, works to identify, guide and support those discerning a call to ordination as a Minister of Word and Sacrament, Commissioning as a Ruling Elder or Certification as a Christian Educator in accordance with the Book of Order.**
- 3. Builds collegial and collaborative relationships among the pastors, Sessions and Clerks of Session of presbytery congregations.****
- 4. With the Coordinating Council, plans and implements presbytery meetings that ground the work of the presbytery in God and engage presbyters in relationship building, learning and fulfillment of constitutional requirements.****
- 5. Promotes the ecclesial health of the presbytery by creating and maintaining clear, up-to-date reports, records, and files.****
- 6. Serves as a liaison among the Presbytery of Carlisle, the Synod of the Trinity and the General Assembly.****

**Denotes aspects of the position that correlate with the leadership needs of the congregations*

***Denotes aspects of the position that correlate with the Office of the Stated Clerk*

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Qualifications

As an ordained Minister of Word and Sacrament OR Ruling Elder of the Presbyterian Church (U.S.A.) who brings a Reformed Theological perspective and a strong working knowledge of the Book of Order, in order to serve as primary resource person for questions about and interpretation of the polity of the PCUSA.

Is able to guide discernment about flexibility, adaptation, and improvisation within the values and principles of our polity, in order to navigate current needs and realities.

Has a working knowledge of Roberts Rules of Order so as to be able to advise the presbytery Moderator, the Commission on Ministry, the Committee on Preparation for Ministry as well as Moderators and Clerks of Session.

Has strong written and verbal communication skills and organizational abilities.

Has strong interpersonal skills; is able to work collegially with the Interim Executive Presbyter (and successor), staff, officers, and Clerks of Session of the presbytery.

Has comfort with and strong skills in use of technology for communication and reporting.

Demonstrates good group process skills and is able to apply coaching skills and spiritual practices to support the discernment and actions of individuals and groups.

Nomination and Election: The Presbytery Leader for Governance and Congregational Leadership will be nominated by the Search Team, elected by the Presbytery of Carlisle for a three (3)-year term, and is eligible for re-election to additional term(s).

Accountability: The Presbytery Leader for Governance and Congregational Leadership works collaboratively with the Interim Executive Presbyter (and successor), who is head of staff and is accountable to the presbytery through the Administration Committee.