



# The Presbytery of Carlisle

2601 N. Front St., Harrisburg, PA 17110

Phone: 717-737-6821 | Fax: 717-730-9137 | Web: [www.carlislepby.org](http://www.carlislepby.org)

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## **The Presbytery of Carlisle 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.**

- Serves as secretary and an ex-officio member of the Commission on Ministry with voice, but without vote. With COM chair(s) and Interim Executive Presbyter (and successor), plans for COM meetings; Maintains the minutes and records of the commission's work.
- With the Interim Executive Presbyter (and successor) and COM representatives, serves as part of the transition team supporting churches in pastoral transitions: Consults with Pastor Nominating Committees in regard to Terms of Call, prepares final Terms of Call forms for use at Congregational Meetings when the Call to a Pastor or Associate is voted. May also be called upon for Exit interviews, Fit interviews, supply preaching and/or moderating meetings of Sessions and Congregations.
- Reviews financial terms of Covenants of Agreement between Sessions and Temporary Pastors and reports to the Commission on Ministry.
- Oversees the application process for Validated Ministries outside of a congregation and for the annual review Validated Ministers and Members-at-Large of the presbytery.
- Serves as the presbytery's primary resource person for The Board of Pensions process and requirements.
- Consults with churches that are struggling, especially those who are not able to sustain full-time pastoral leadership; Using a coaching framework, supports leaders in discernment of options for their future, such as a yoke, merger, or other partnerships/alliances for shared ministries and mission.

- Where discernment leads to a legacy path, oversees the election of an Administrative Commission and provides training, support and guidance, ensuring that regular reports are made to the presbytery.

**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.**

- 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, handling the minutes and record-keeping of the CPM process with each individual under care.
- Promotes the development of a robust ministry of Ruling Elders commissioned to particular service, in accordance with the Book of Order (G-2.10) by interpreting this form of ordered ministry with Sessions and engaging them in the recruitment of potential applicants.
- Oversees the implementation of the care process for CREs and serves as a conduit to COM, interpreting readiness and potential placement for those who have completed the preparation process.

**3. Builds collegial and collaborative relationships among the pastors, Sessions and Clerks of Session of presbytery congregations.\*\***

- Establishes days and hours that he/she will be available for consultation and communicates this to the presbytery.
- Provides training for clerks of sessions.
- Establishes and oversees a process for annual review of session records.
- When applicable, implements the Rules of Discipline by training members of an investigating committee, a committee of counsel, the Permanent Judicial Commission and/or the Commission on Ministry.
- Manages application of the presbytery's Sexual Misconduct Policy and Code of Ethics for Ministers of Word and Sacrament.
- Receives overtures and other communications addressed to the presbytery and transmits to the appropriate entities that which requires attention.
- With the presbytery co-leader, curates and writes content for presbytery-wide and targeted communication through social media and e-newsletters, in order to promote events, draw attention to resources and/or share the ministry stories of congregations.
- When new members are elected to presbytery committees, works with presbytery staff to notify committee chairs as well those newly elected to service.

**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.\***

- With the Coordinating Council prepares and posted the docket, meeting materials and call for presbytery stated meetings (ordinarily, quarterly). In the case of special (called) meetings, communicates the purpose(s) for which the meeting is called.
- With the Coordinating Council identifies appropriate settings for meetings and with those hosting, provides for room arrangement, technology, and hospitality needed to support the presbytery's gathering.
- With the presbytery meeting leadership team prepares scripts and participates in the docket rehearsal prior to the meeting. Identifies and offers parliamentary procedure guidance for potentially complex or controversial items to be considered.
- 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. Annually, develops a plan for equalization of the roles in accord with G-3.0301.
- 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 Recording Clerk for election by the presbytery for a term of one year.
- Serves as secretary of the Coordinating Council with voice but without vote; facilitates ecclesiastical functions.

**5. Promotes the ecclesial health of the presbytery by creating and maintaining clear, up-to-date reports, records, and files.\*\***

- 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.
- With office staff solicits and reviews Annual Terms of Call reports from churches (for Called and Installed Ministers of Word and Sacrament); submits to the Commission on Ministry for approval.
- With office staff solicits names 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)
- 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.
- Provides forms used by commissions to install or ordain clergy, to be signed by the participants and reported to the presbytery.

- Works with appropriate entities to propose revisions to by-laws, standing rules, and other elements of the Leadership Handbook of the presbytery, so as to be able to adjust and respond to ever-changing conditions.
- While the Presbytery Leader for Governance and Congregational Leadership may work off-site, all physical documents and records of the presbytery shall be maintained at the presbytery office; Digital records shall be maintained on the Stated Clerk's computer and backed up to the presbytery's shared file system in Office 365.

**6. Serves as a liaison among the Presbytery of Carlisle, the Synod of the Trinity and the General Assembly.\*\***

- With office staff distributes the annual statistical report forms to the particular churches (ordinarily, December) and, upon return of reports, compiles the presbytery report to the Office of the General Assembly. Follows-up with churches to assure timely submission.
- 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.
- With the Interim Executive Presbyter (and successor), provides for the orientation of commissioners to synod and General Assembly (sometimes handled collaboratively with other presbyteries).
- Completes forms required by the synod and the General Assembly: i.e. 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 with presbytery office staff regarding changes.
- 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.
- Attends training and/or networking events for stated clerks of presbyteries; bi-annually, attends the General Assembly of the Presbyterian Church, USA

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

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

**Qualifications**

As an ordained Minister of Word and Sacrament OR Ruling Elder of the Presbyterian Church (U.S.A.), brings a Reformed Theological perspective and a strong working knowledge of the Book of Order; serves 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.