

# Presbytery of the Missouri Valley (PMRV) Seeking Stated Clerk

Our Stated Clerk is leaving her position this Spring. PMRV has a unique leadership model and our Stated Clerk is an integral part of the Leadership Team. We are seeking applicants immediately for this important position to allow time for training and overlap with the outgoing professional. Please share this opening broadly.

**Applicants:** Please review person/position description below; complete application found on the PMRV Website; return application along with resume or PDP, supply references and a resume with a cover letter indicating your interest by **February 15** to Nancy Ross-Hullinger at [dnhullinger@walnutel.net](mailto:dnhullinger@walnutel.net). Interviews will be scheduled beginning in early March

**The Stated Clerk** is part of a three-member team of staff, and a dozen volunteers who serve as leaders of the Presbytery of Missouri River Valley. We are seeking applicants with experience in, or strong knowledge of PCUSA polity. We are seeking an individual who is able to work collaboratively and cooperatively and is able to guide in times of ambiguity, transition and change; someone able to work with staff, committee members and pastors, both one-on-one and as part of a larger team. This person should be a self-starter, organized, and possess strong communication skills.

**Job Responsibilities** include serving as the Ecclesiastical officer and corporate secretary of the Presbytery; preserving corporate history; resolving disputes, when necessary; producing reports; maintaining connections with the Synod and PCUSA and preparing for Presbytery meetings.

**STATED CLERK**  
**PERSON/POSITION DESCRIPTION**  
PRESBYTERY OF MISSOURI RIVER VALLEY  
302 S. 74<sup>th</sup> St. Omaha, NE 68114  
[www.pmr.org](http://www.pmr.org)

- I. **PURPOSE:** To fulfill the functions of Stated Clerk as set forth in the Book of Order of the Presbyterian Church (USA) and other specific responsibilities as assigned by the Presbytery of Missouri River Valley.
- II. **ACCOUNTABILITY AND EVALUATION:** The Stated Clerk is elected and employed by the Presbytery during the term of employment. The person is accountable to the Presbytery through the Leadership Team and supervised by the Personnel Committee (Head of Staff). The Stated Clerk shall operate in accordance with all personnel policies of the Presbytery. The Stated Clerk shall have a connectional relationship with the Synod of Lakes and Prairies and the General Assembly. The Personnel Committee will conduct an initial performance review at the end of the first six months and annually thereafter.
- III. **PERSONAL QUALIFICATIONS AND CHARACTERISTICS:**
  - A. Is an elder or minister able to serve within the bounds of the Presbytery of Missouri River Valley Presbytery.
  - B. Holds an abiding commitment to the Presbyterian Church (USA).
  - C. Is knowledgeable of polity and constitution (Book of Order and Book of Confessions) and able to be a resource to those who seek input regarding interpretation of the Book of Order and other ecclesiastical matters.
  - D. Upholds the highest ethical standards to which all officers of the church are held, including, but not limited to: Trustworthiness, confidentiality, integrity, fairness and inclusivity.
  - E. Has strong administrative skills:
    1. Works collaboratively and cooperatively with the Administrative Team, Leadership Team, commissions, committees, synods and other presbyteries and/or other entities as deemed necessary to

do the work of being a Stated Clerk with a holistic view of the role each plays in the church of Jesus Christ.

2. Is organized.
  3. Helps guide in times of ambiguity, transition and change.
  4. Excellent communication skills.
  5. Comfortable with Microsoft Office Suite and cloud-based document sharing and collaboration.
- F. Exhibits strong interpersonal skills:
1. Flexible, compassionate, patient, self-aware, and practices active listening.
  2. Is approachable, personable and collegial.

#### **IV. RESPONSIBILITIES:**

##### **A. ADMINISTRATIVE TEAM MEMBER**

1. Member of the Administrative Team and the Leadership Team which carry out the functions normally performed by an Executive Presbyter.

##### **B. ECCLESIASTICAL OFFICER**

1. Serves as an officer and corporate secretary of the Presbytery in accordance with all duties stated in the Book of Order in accordance with those of the Presbytery Manual of Operation.

##### **C. PRESERVATION OF CORPORATE HISTORY**

1. Records, produces, preserves minutes of the Presbytery. Appoints with Presbytery approval such assistants as the Clerk deems necessary.
2. Reports annually to the Synod and General Assembly all required statistics, pertinent information, and records and participates in processes to review records as required by the Presbytery, Synod and General Assembly.

##### **D. RESOLUTION OF DISPUTES**

1. Serves as a resource to those involved in the administrative and judicial disciplinary process of the Presbytery, in accordance with the Rules of Discipline.

##### **E. COMMUNICATIONS**

1. Handles all official correspondence on behalf of the Presbytery, reporting as needed to the appropriate governing bodies of the Presbyterian Church (USA)

##### **F. ADVICE AND COUNSEL**

1. Offers constitutional opinions and/or rulings related to Presbytery as deemed appropriate.
2. Provides information to the Presbytery related to GA matters such as overtures, polity changes, Book of Order and Book of Confession changes.
3. Serves as parliamentarian and polity advisor of COM, Leadership Team, and the Presbytery.
4. Provides support to all other appropriate commissions and committees.

##### **G. CORPORATE OFFICER**

1. Fulfills the responsibilities of the corporate office as stated in the bylaws of the Presbytery.

##### **H. MEMBER OF PRESBYTERY STAFF**

1. Meets regularly and works in collaboration with a staff team.

##### **I. CONSULTANT FOR COMMISSION ON MINISTRY**

1. Advises and assists COM in their work.
2. Reports COM action to the Presbytery
3. Completes Stated Clerk to Stated Clerk reference checks for incoming pastors and provides references to other Stated Clerks for PMRV ministers circulating their PDP's.

##### **V. TERM OF OFFICE AND COMPENSATION:**

This person is elected by the Presbytery of Missouri River Valley for a three-year term. This position is 15 hours a week. Compensation will include vacation, holidays and continuing education. Remote work negotiable.