

POSITION DESCRIPTION

Synod of the Mid-Atlantic

TITLE: Synod Executive and Stated Clerk

The Synod of the Mid-Atlantic shall elect a Synod Executive and Stated Clerk as Chief Administrative Officer of the Synod to provide leadership necessary to oversee and care for the organization of Synod and the persons involved.

PERSONAL QUALIFICATIONS:

The Synod Executive and Stated Clerk will;

1. Be a Teaching or Ruling Elder, supportive of Christ's Church and loyal to the PCUSA
2. Ability to work with Synod Leadership exerting energy, intelligence, imagination and love
3. Be experienced in the work of mid-councils in the PCUSA
4. Be knowledgeable and supportive of the multi-cultural nature and mission of the region
5. Have proven administrative ability and strong leadership skills
6. Be able to work effectively in processes of change and transition

PERSONAL CHARACTERISTICS:

The Synod Executive and Stated Clerk should;

1. Be willing to work with persons of diverse cultures and varied points of view
2. Have an attitude of openness and works collegial with others
3. Be willing to share faith stories
4. Be a living example of faithfulness to Jesus Christ
5. Be flexible in working relationships
6. Have a sense of humor about life and self

RESPONSIBILITIES AND RELATIONSHIPS AS STATED CLERK:

- Record and publish the minutes of synod meetings
- Keep full and accurate record of the proceedings of the Synod and its Trustees, preserves these records, and grants extracts from the records when properly required
- Serve as a resource for counsel and advice to the Stated Clerks of the member presbyteries of the synod
- Manage and coordinate the annual presbytery minutes review
- Provide staff services to the Permanent Judicial Commission
- Participate in the biennial General Assembly review of synod minutes and records
- Attend the annual Association of Mid-Council Leaders and Stated Clerks Conference

RESPONSIBILITIES AND RELATIONSHIPS AS EXECUTIVE:

1. Encourage theological reflection and action on the part of Synod Assembly, its member presbyteries and its affiliated groups and staff
2. Clarify, plan and implement the mission priorities and strategies of the Synod Assembly working with the Executive Committee
3. Maintain multi-directional communication among the governing bodies and with related ecumenical/cooperative agencies
4. Cultivate relationships with presbyteries, attend their meetings when possible, and cultivate relationships with presbytery staff
5. Represent the synod through membership and elected position on religious, civic, and governmental boards, commissions, councils and committees as appropriate
6. Serve as Head of Staff who supervises and coordinates synod staff and performs annual performance reviews of the staff
7. Work with the Synod Administrator to manage day-to-day office operations
8. Work with the Financial Manager to manage and oversee the operating budget
9. Advocate for the resources of Racial Ethnic Caucuses within the Synod
10. Serve as ex-officio of synod committees and other entities as requested
11. Work with moderator, the Executive Committee and staff to plan Synod Assemblies
12. Act in the capacity as pastor to the EP's, GP's and TGP's
13. Participate in the Synod Executives Forums
14. Participate in annual Mid-Atlantic Presbytery Executive Forum as invited
15. Provide process and guidance for Presbytery Executives Search Committees
16. Attend the General Assembly Biennial Meetings
17. Serve as the Secretary for the Synod Trustees
18. Interpret the mission of the church and stewardship concerns
19. Act as the Chief Ecumenical Officer for the Synod of the Mid-Atlantic
20. Encourage networks, partnerships and other connections across the synod to strengthen relationships and engage in mutually beneficial ministries
21. Other duties assigned

ACCOUNTABILITY AND EVALUATION:

The Synod Executive and Stated Clerk is accountable to the Synod through its Administration Committee. This committee shall conduct an annual review and evaluation of the work of the Synod Executive and Stated Clerk.

TERM OF SERVICE:

The Synod Executive and Stated Clerk is elected to a four (4) year term which is renewable. This position is fulltime.

*The previous full time position description included the treasurer title and duties

Sources used in developing this description include:

1. Synod of the Mid-Atlantic Standing Rules
2. Minutes from the 229th and 230th Synod of the Mid-Atlantic Stated Meetings
3. 2014 Synod Contract for Employment, Synod of the Mid-Atlantic