

**Stated Clerk/Mission Coordinator for
Cherokee Presbytery PC (USA)
29 Churches in Northwest Georgia -
Salary is \$48,000 plus Board of Pension Benefits at \$17,760 for total
compensation package of \$65,760**

**To apply contact Rev. Greg Moore, Committee Chair, at moore.owen@att.net
on or before November 30, 2018**

The duties of the Stated Clerk shall be:

1. Serve as the official channel of communication within and on behalf of the Presbytery both to and from all councils/agencies of the church. (e.g. Synod)
2. Maintain minutes/documentation and bylaws for the Presbytery
 - a. Maintain bylaws and identify need for changes/updates to the CT
 - b. Preserve the minutes and other permanent records of the Presbytery
 - c. Distribute minutes to all ministers and clerks of session of the Presbytery
 - d. Create index for and publish presbytery minutes each year
 - e. Prepare for and participate in presbytery minutes review by Synod
 - f. To file copies of all printed minutes with the synod and the archives at Columbia Presbyterian Theological Seminary.
3. Recommend to presbytery a formula for the balance of Teaching and Ruling Elders at meetings of Presbytery in accordance with G-3.0301, G-3.0103 at the first meeting of the year.
4. Provide management and oversight for resolutions, memorials, amendments and overtures
 - a. Assign resolutions, memorials, overtures, and proposed amendments to particular Ministry Teams, committees, boards and/or commissions for their consideration and recommendations to presbytery
 - b. Provide guidance and process management regarding overtures and proposed constitutional amendments
5. Coordinate with Sessions and Clerks
 - a. Forward to each session blank forms of all reports required at the close of the year and manage the required annual reporting process from congregations.
 - b. Coordinate/manage the annual review of session minutes from churches in the Presbytery.
 - c. Provide annual training for clerks of sessions
6. Maintain on-line records with General Assembly and Presbytery (TEs, candidates, inquirers, congregations, ordinations, receptions, dismissals, retirements, etc.)
7. Maintain Teaching Elder files in Presbytery office
8. Provide support and counsel to constitutional committees.
9. Provide training, support and records management for PJC
10. Communicates disciplinary actions to the Presbytery as appropriate.

The duties of the Mission Coordinator shall be:

1. To serve as pastor to CP's pastors and their families by;
 - a. Providing ongoing pastoral care and counsel to teaching elders;
 - b. Visiting regularly with congregations for worship, preaching and activities; and
 - c. Praying consistently with and for teaching elders and the people involved in their shared ministries.
2. Assist the Presbytery to discern its mission for the future and to create a sustainable organization structure to achieve it.
3. To prepare (by collecting, compiling, organizing, and assembling) and then to distribute in a timely fashion all appropriate agendas, information, reports, and recommendations necessary for each stated and called meeting of the Presbytery. The MC will prepare and distribute such handbooks in consultation and collaboration with key CP colleagues, especially the moderator, stated clerk, and chairpersons of the Coordinating Team and other committees/ministry teams. Make arrangements for physical aspects of each Presbytery meeting with host group.
4. To assist CP's leadership persons and entities, particularly Ministry Transitions Team (COM), in matters of problem solving, conflict resolution, and reconciliation.
5. To maintain open communication and teamwork relationships with staff colleagues, including:
 - a. Consulting regularly with CP's stated clerk, maintaining a clear collaborative relationship that enhances their common responsibilities and the Presbytery's overall mission and ministries; and
 - b. Providing administrative supervision for CP staff and officers.
6. To interpret and promote church wide PC (USA) principles, polity, process, programs, and mission among all members, congregations, and entities of the Presbytery.