

## Stated Clerk Job Announcement

The Presbytery of the West is currently seeking a Candidate for Stated Clerk. The Clerk position requires familiarity with and knowledge of how the three annual Presbytery meetings are conducted. The Clerk is also responsible for all administrative functions of the Office of the Presbytery of the West, while serving as a resource to the Presbytery and promoting the vision and development of the Presbytery. The Candidate should be available to serve starting as early as October 2020 and no later than February 2021.

Prospective Candidates for the position of Stated Clerk will exhibit the following characteristics:

- **Leadership Effectiveness** – the Clerk is in a unique position; as a resource person to the Presbytery’s Permanent Committees and Standing Committees, the Presbytery of the West, our sister Presbyteries, and the EPC as a whole, to support, prosper, and carry out the vision of the Presbytery. The Clerk moderates the General Council meetings, and together the Clerk and General Council have many and varied opportunities to promote and give spiritual direction to the vision and growth of local churches within the Presbytery.
- **Administrative Skill** – the Clerk will develop a strong knowledge and familiarity with the Book of Order of the EPC and Robert’s Rules of Order. The Clerk will also assemble, document and distribute Presbytery meeting dockets and minutes along with other applicable reports and communication with the Presbytery, local churches, and the General Assembly.
- **Collaborative and Delegation Strength** – the Clerk will need to work well with the General Council, Permanent and Standing Committees and local churches of the Presbytery. From August to May, the Clerk can expect to devote 25-30 hours of their week to Presbytery business and therefore will need a keen ability to delegate matters to appropriate Committees and Committee Chairpersons to maintain a healthy work balance. The Clerk must be willing to make critical decisions when necessary, and stand firm under the pressure of dissenting voices.

Ruling Elders and Teaching Elders of the Presbytery of the West are eligible to apply for the position of Stated Clerk with an application deadline of June 1, 2020. An openness to 2+ three-year terms will be helpful. Please direct your PIF or Resume to RE David Shahan at email address [drshahan@comcast.net](mailto:drshahan@comcast.net) and he will share your information with the rest of the search committee. If you have any other questions about the position, call our chairman, TE Don Kearby, at phone number 720-838-1721.