



PRESBYTERY OF NEW BRUNSWICK

820 Silvia St, Ewing Township, NJ 08628

Date Created: 06.2015, revised 10.30.2018

Date Approved by Presbytery: _____

The Presbytery of New Brunswick is constitutionally required to elect a State Clerk. The Form of Government provides the following guidance about the responsibilities of the Stated Clerk.

G-3.0104

Each council shall elect a clerk who shall record the transactions of the council, keep its rolls of membership and attendance including the rolls of all Certified Christian Educators and Certified Associate Christian Educators and all Ruling Elders commissioned to particular pastoral service, preserve its records, and furnish extracts from them when required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any council of the church....The clerk of a presbytery, a synod, and the General Assembly shall be called stated clerk, shall be elected by the council for a definite term as it may determine, and must be a ruling elder or teaching elder. A stated clerk may be removed from office prior to completion of his or her term of service through the use of the process outlined in G-3.0110

Responsibilities

Record and maintain all necessary minutes of the presbytery.

Maintain the rolls of membership of the presbytery.

Serve as or appoint a Parliamentarian for presbytery meetings and advise the moderator as appropriate.

Facilitate compliance with constitutional requirements and/or requests from other PCUSA congregations and councils (i.e. statistical reports, reference requests, transfers of teaching elders).

Oversee the exercise of the Rules of Discipline in congregations or within the presbytery (i.e. training members of the Permanent Judicial Commission, coordinate with synod Stated Clerk, provide guidance to all parties)

Provide staff support to constitutionally mandated committees (i.e. Committee on Ministry, Committee on Preparation for Ministry). **The stated clerk will have responsibility for supervising the recording of the minutes of those bodies that act on behalf of presbytery. This includes at least the**

trustees, the Central Leadership Team, the Committee on Ministry, the Grants Committee, and the Committee on Preparation for Ministry. Supervision does not involve attendance at these meetings, but rather oversight and instructing secretaries of committees and other presbytery bodies on documentation.

Serve as ex-officio to committees and task forces as requested (i.e. administrative committee).

Supervision

The Stated Clerk is elected by the presbytery and accountable to the Personnel Committee through the supervision of the Executive Director.

Terms and Compensation

The Stated Clerk serves ~~12-15 hours a week on average.~~ 14-17 hours a week for a total compensation, all things included, at \$32,000, details of distribution to be set by the trustees at the stated clerk's request.

\$17,100	Salary
\$5,130	30% in lieu of BOP
\$1,300	FICA Offset
\$4,000	Professional Expenses
\$27,530	Total

If the stated clerk has another position in the PC(USA) such that the two positions together would qualify the clerk for participation in the Board of Pensions Plan, then the trustees are authorized to coordinate the3 clerk's compensation with that of the other organization, so long as the total does not exceed the everything included total specified here.

Four weeks' vacation and two weeks study leave appropriately pro-rated.

Motion: To increase the number of hours of work of the Stated Clerk from 12-15 per week, to 14-17 hours per week with an increase of \$4,470 in annual compensation from \$27,530 to \$32,000 as determined by using the compensation formula of the presbytery, to be effective January 1, 2019.

Rationale: Terms of call and responsibilities for the Stated Clerk were last revised by the Administrative Commission on June 17, 2015. The Stated Clerk is currently working an average of 14-15 hours/per week. The rationale to increase the hours to 14-17 hours/week is two-fold. First, to prevent unnecessary future liability, as three committees of the presbytery need their minutes to document information in certain ways, to be ensured through the supervision of the Stated Clerk. The need for accurate documentation increases as COM, rightly seeks to adopt more non-standard models of pastoral calls to better serve our congregations. Second, as we anticipate re-organization of presbyteries in NJ, NBP needs to have its records in order.