

**THE SYNOD OF LINCOLN TRAILS  
POSITION AVAILABLE  
STATED CLERK**

*The Synod of Lincoln Trails* (serving the Presbyteries of Blackhawk, Chicago, Great Rivers, Midwest Hanmi, Ohio Valley, Southeastern Illinois, Wabash Valley and Whitewater Valley) *seeks a part-time (20 hours per month) Stated Clerk.*

The Stated Clerk shall be an Elder or Minister of Word and Sacrament and must be eligible for membership in a governing body within the Synod of Lincoln Trails (congregation or presbytery.) (G-9.0203b)

The Stated Clerk must be knowledgeable of, and experienced in utilizing and interpreting, the polity of the Presbyterian Church (U.S.A.)

In addition, the Stated Clerk shall demonstrate skills in organization, written and oral communication and in timely and accurate work production.

Specific responsibilities include, but are not limited to:

- to serve as a member of the Synod staff, as a remunerated officer
- to attend all meetings of the Synod - with responsibility for the minutes of each meeting
- to provide support for the work of the Synod's Permanent Judicial Commission – including meetings, trials, hearings, and at least one (1) annual training event.
- to organize and implement the annual review of Presbytery minutes
- to present the Synod's minutes for annual review

Term, Compensation, and Review

- The Clerk shall be nominated by the Personnel Committee for a two-year term and is eligible for re-election.
- The Clerk shall meet annually with the Personnel Committee and 6 months prior to the end of term, the Clerk and Committee together will determine if an additional term is to be offered.

Salaried Compensation	\$ 7,200 annually
Travel	2,000 annually
Professional Meetings	1,800 annually
Other expenses	1,000 annually
TOTAL	\$12,000 annually

**Please submit a cover letter of application and a resume indicating your experience for this position to: Kristi Miller, 1100 West 42<sup>nd</sup> Street, Suite 210, Indianapolis, IN 46208 [kristi@lincolntrails.org](mailto:kristi@lincolntrails.org).**  
**Include the names and contact information for at least three references.**

**All applications must be received by September 15, 2010; interviews will be held September 30, 2010, in Urbana,IL.**

**SYNOD OF LINCOLN TRAILS**  
**TITLE: STATED CLERK**  
**Position Established: May 20, 2010**  
**Position Description Circulated: June 17, 2010**  
**Position Description Reviewed by Personnel Committee: June 21, 2010**

**ROLE AND PURPOSE**

The Stated Clerk is a remunerated officer of the Synod who shall record the transactions of the Synod, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. Such extracts, when verified by the clerk, shall be evidence in any governing body of the church. (G-9.0203a)

**SPECIFIC RESPONSIBILITIES**

- to serve as a member of the Synod staff, as a remunerated officer
- to attend all meetings of the Synod - with responsibility for the minutes of each meeting
- to serve as parliamentarian for meetings of the Synod
- to serve as a member of the Synod Assembly Meeting Planning Team
- to provide support for the work of the Synod's Permanent Judicial Commission – including meetings, trials, hearings, and at least one (1) annual training event.
- to manage all correspondence to and from the Stated Clerk
- to work with commissioners and Co-Executives on oversight of the Synod's Standing Rules
- to organize and implement the annual review of Presbytery minutes
- to present the Synod's minutes for annual review
- other duties as requested – and as time permits

**QUALIFICATIONS**

The Stated Clerk shall be an Elder or Minister of Word and Sacrament and must be eligible for membership in a governing body within the Synod of Lincoln Trails (congregation or presbytery.) (G-9.0203b)

The Stated Clerk must be knowledgeable of, and experienced in utilizing and interpreting, the polity of the Presbyterian Church (U.S.A.)

In addition, the Stated Clerk shall demonstrate skills in organization, written and oral communication and in timely and accurate work production.

**RELATIONSHIPS AND ACCOUNTABILITY**

The Stated Clerk shall be nominated by the Synod's Personnel committee for a two-year term. The specific tenure of the term shall be recorded in the minutes of the Synod at the time of election. The Stated Clerk is accountable to the Synod Assembly and is to work collegially with other Synod Staff. The Stated Clerk will receive administrative support from an Executive Assistant of the Synod.

**COMPENSATION AND REVIEW**

Salaried Compensation	\$ 7,200 annually
Travel	2,000 annually
Professional Meetings	1,800 annually
Other expenses	1,000 annually
TOTAL	\$12,000 annually

The expectation is that the work of the Stated Clerk can be accomplished in 20 hours per month. As a salaried and elected member of the staff, the Clerk is expected to monitor his/her time carefully. There is no provision for overtime pay. Some Saturdays will be required

The Clerk will engage in an annual conversation with the Synod's Personnel Committee. Six months prior to the end of term, the committee will determine with the Stated Clerk if an additional term is to be offered.

Personnel/positiondescriptionstatedclerkSOLT-06/10