



Presbytery of South Louisiana

12909 Old Hammond Highway Baton Rouge, LA 70816 ♦ 225-275-1242 ♦ www.pbysouthla.org



JOB DESCRIPTION

TITLE: Stated Clerk

STATUS: Part-Time (appx. 10 hours/week), Exempt

PURPOSE

Joining Christ in the world, the Presbytery of South Louisiana (PSL) strengthens congregations, empowers leaders, and impacts communities. All that we do is dedicated to the Glory of God.

The Stated Clerk is an elected officer of the Presbytery mandated by the Book of Order to record the transactions of the governing body, 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 (G-3.0104). In addition, the clerk has specific duties required by the Book of Order in the Church Discipline section and the inquiry and candidacy process (G-2.0508, G-2.0509, G-2.0704).

The Stated Clerk is also the Corporate Secretary and Process Agent of the Presbytery of South Louisiana.

ACCOUNTABILITY

The Stated Clerk is employed by the Presbytery of South Louisiana and supervised by the Administrative Committee. The Stated Clerk is accountable to the Presbytery through the Coordinating Council.

PRIMARY RESPONSIBILITIES include, but are not limited to:

- Perform all duties required by the Book of Order of the Presbyterian Church (USA) pertaining to documents, records, and rolls; annual statistics and review; communication to other governing bodies; and providing for meetings of the Presbytery.
- Perform all duties required as Corporate Secretary and Process Agent of the Presbytery of South Louisiana.

- Serve as parliamentarian of all Presbytery meetings.
- Consult with and resource Pastors and Sessions, as requested by Co-General Presbyters.
- Offer periodic training workshops for clerks of sessions.
- Give due notice of all stated and called meetings of the Presbytery.
- Maintain and distribute all official documents.
- Assist the Presbytery Moderator in relation to parliamentary procedure and polity.
- Serve as the recording secretary of all Presbytery Coordinating Council meetings.
- Coordinate matters of preparation for meetings of Presbytery with Co-General Presbyters.
- Resource appropriate Presbytery commissions and ministries as assigned by the Co-General Presbyters.
- Participate in staff meetings as requested by the Co-General Presbyters.
- Participate in meetings of the Synod of the Sun.
- Support collaborative efforts in the Presbytery's strategic planning and goal setting process and implementation.

QUALIFICATIONS

- Must be an ordained minister, commissioned ruling elder, or ruling elder within the Presbyterian Church (U.S.A.)
- Have an extensive knowledge of Presbyterian polity, *The Constitution of the Presbyterian Church (USA)* and parliamentary procedure (*Robert's Rules of Order*)
- Must be willing to travel to in-person Stated Meetings of the Presbytery.
- Must be able to work remotely. The Presbytery does not have a physical office.
- Possess a lively, Christ-centered faith and spiritual wisdom
- Demonstrate skill in complex organizational administration
- Care deeply for the Presbyterian Church (U.S.A.)
- Understand and adhere to principles of confidentiality
- Exhibit excellent time management and self-care, and encourage these practices in others
- Possess excellent communication skills, both written and oral

PHYSICAL DEMANDS

- It is helpful for the Stated Clerk to hold a valid driver's license and be able to travel to churches and governing body meetings.
- The Stated Clerk must be able to attend denominational events/workshops when appropriate.
- The position requires the ability to stand, stoop, climb stairs, walk, crouch, sit, and regularly lift objects weighing up to 10 pounds.

- The position also requires the strong ability to use the phone and computer, with or without reasonable accommodation.
- The position requires physical and cognitive endurance. The candidate must be able to coherently and accurately perform the duties of the position.
- The position also requires timely and accurate communication, both written and oral.

STANDARD ELEMENTS FOR ALL EXEMPT, SUPERVISORY POSITIONS

Job descriptions are intended to be guidelines for position responsibilities. As such, each employee of the Presbytery of South Louisiana may be asked to perform tasks outside the duties outlined in this document. The Stated Clerk may be assigned to tasks and projects as necessary in order to support the vision and mission directions of the organization.

EVALUATION

This position will be reviewed and evaluated annually by the Presbytery Council through the processes of the Administrative Committee and in accordance with the Personnel Policies of the Presbytery.

COMPENSATION

\$20,000/annually and \$3,500 for reimbursable expenses

Please email questions, resumes, and cover letter to: hire@pbyouthla.org. The deadline for consideration is November 1, 2026.