

Job Description

Administrative Assistant / Assistant to the Stated Clerk

Reports To: General Presbyter and Stated Clerk of the Presbytery

Position Type: Part-time (22.5 hours/week)

Salary: Depends on Experience

Position Summary

The Administrative Assistant / Assistant to the Stated Clerk provides administrative support to the Stated Clerk and assists with the coordination and execution of responsibilities related to the Presbytery's governance, communications, records, reporting, and meeting facilitation. This role requires exceptional organizational, communication, and multi-tasking skills, along with a high degree of confidentiality and professionalism.

1. Assistant to the Stated Clerk

- Support the Stated Clerk in managing responsibilities related to Presbytery operations and compliance with PC(USA) standards.
- Draft and finalize quarterly Stated Clerk Reports and Letters for Presbytery packets.
- Update and maintain minister and church records with PC(USA), including ordinations, transfers, address changes, and closures.
- Complete and submit quarterly and annual reports to the Office of the General Assembly.
- Coordinate communications on behalf of the Stated Clerk (e.g., Session Records Reviews, Kate B. Reynolds correspondence).
- Facilitate annual necrology communications and reporting for the January Presbytery Meeting.

2. Coordinating Ministry

- Prepare monthly agendas for the Coordinating Ministry and Leadership Team.
- Compile and convert attachments into PDF format and assemble complete meeting packets.
- Distribute meeting packets and Zoom details to Coordinating Ministry members.
- Set up annual Zoom meeting schedules for both the full team and leadership team.
- Draft and finalize quarterly Coordinating Ministry reports for Presbytery meetings.
- Serve as a staff liaison to the Coordinating Ministry team.

3. Nominating / Representation Team

- Serve as staff liaison and/or chair of the Nominating/Representation Team.
- Schedule and manage 4–5 team meetings annually (Zoom or in-person).
- Send meeting notifications and preparatory materials to team members.
- Monitor team vacancies and prepare documents accordingly.
- Conduct meetings, take minutes, and prepare detailed summaries of call assignments.
- Maintain communication with team members between meetings and update assignment statuses.
- Prepare and submit quarterly reports to the Presbytery.

4. Committee on Representation

- Oversee combined functions with the Nominating/Representation Team.
- Prepare the Annual Committee on Representation Report for submission to the Synod Office.
- Include the report in the Stated Clerk's Report following approval by Coordinating Ministry.

5. Kate B. Reynolds Fund Administration

- Review retired pastor applications to ensure eligibility.
- Prepare and submit applications and necessary documentation to the Synod Office.
- Maintain up-to-date spreadsheets regarding changes (new applications, address changes, deaths).
- Respond to inquiries from pastors and coordinate with the Synod Office on issues such as payment or documentation.

6. Session Records Review

- Plan and coordinate annual session records reviews, both in-person and virtual.
- Secure venues and arrange logistics for in-person reviews (materials, setup, meals, etc.).
- Send communications and instructional materials to churches and clerks of session.
- Maintain attendance and compliance records; report findings through the Stated Clerk's Report.
- Oversee receipt and documentation of non-in-person reviews.

7. Presbytery Meetings & Minutes

- Assist in the preparation and finalization of meeting dockets, reports, and letters.
- Compile and distribute full Presbytery meeting packets (electronically and by mail).
- Record and finalize minutes and appendices for each Presbytery meeting.
- Coordinate with the Synod for annual review of Presbytery minutes.
- Monitor and adjust commissioner representation to maintain balance between ruling and teaching elders.

8. Permanent Judicial Commission Support

- Provide confidential administrative support for the Permanent Judicial Commission.
- Assist with meeting setup, training, documentation, and logistics.
- Prepare and distribute sensitive materials and communications as needed.
- Support the Stated Clerk with trial arrangements, including setup and notifications.

Additional Responsibilities

- Provide administrative support to other staff and teams as needed.
- Occasionally lift and transport meeting supplies and materials (up to 30 lbs).
- Other duties as assigned.

Qualifications Required:

- Strong administrative, organizational, and project management skills.
- Excellent written and verbal communication abilities.
- High attention to detail, confidentiality, and discretion.
- Proficiency with Microsoft Office Suite and PDF software.
- Ability to manage multiple tasks, meet deadlines, and work independently.
- Occasional travel is required within the Presbytery.

Preferred:

- Familiarity with Presbyterian Church (U.S.A.) governance and structure.
- Experience working in church, nonprofit, or faith-based organizational settings.
- Comfort using Zoom and online collaboration tools.