

**Synod of Living Waters
Stated Clerk
Job Description**

Term

The Synod shall elect a Stated Clerk to serve a term of two years. The Stated Clerk may be re-elected.

Qualifications

The Stated Clerk shall be a teaching elder or ruling elder and does not have to be a commissioner to the Synod to be elected Stated Clerk. A staff person employed by the Synod who is a teaching elder or ruling elder may be elected to serve as Stated Clerk. In the event the Stated Clerk is unable to fulfill the duties of the office, a teaching elder or ruling elder may be appointed by the Moderator as the Acting Stated Clerk until a new Stated Clerk shall be elected.

Responsibilities

1. The Stated Clerk shall discharge those responsibilities described in the Book of Order and the Position Description of the Stated Clerk, which includes serving as a resource as needed to the Permanent Judicial Commission and other Synod entities.
2. The Stated Clerk, who is the Parliamentarian for the Synod, may appoint additional parliamentarians who shall be available to assist individuals and groups with advice regarding presentation of matters to the governing body.
3. The Stated Clerk shall be the official correspondent for the Synod.
4. The Stated Clerk shall, in consultation with the Stated Clerks of the Synod's constituent presbyteries, devise and implement a procedure for annual review of the presbyteries' minutes.

Evaluation

The Synod PAC shall see that an annual performance review is conducted and that the results are reported to the Synod PAC by their last meeting of each calendar year.

Compensation

The Stated Clerk shall receive \$250 per month for their services and up to \$1000/year as a reimbursable expense line.