

**POSITION DESCRIPTION**  
**STATED CLERK**  
**THE GENERAL ASSEMBLY OF THE PRESBYTERIAN CHURCH (U.S.A.)**  
**Revised September 2023**  
**Approved by COGA \_\_\_\_\_**

**Position Title:** The Stated Clerk of the General Assembly of the Presbyterian  
**Church Agency:** The Office of the General Assembly  
**Status:** Exempt/Grade 23  
**Last Revision Date:** September 2023

**Description and Purpose of the Position:** The Stated Clerk is a Minister of the Word and Sacrament or a Ruling Elder of the Presbyterian Church (U.S.A.), who trusts in Jesus Christ as Lord and Savior and abides by the unique authority of Scripture and the Constitution of the Presbyterian Church (U.S.A.) The position exists to carry out the responsibilities and functions outlined in the Book of Order, the General Assembly Organization for Mission of the General Assembly, and the Standing Rules of the Meetings of the General Assembly. The work of the Stated Clerk must be undertaken as a conscious act of discipleship to Jesus Christ.

As the Organization for Mission directs, “In partial fulfillment of [their] role as the continuing ecclesial officer and Head of Communion for the Presbyterian Church (U.S.A.), the Stated Clerk will offer constitutional and spiritual leadership for the life and witness of the church and exercise pastoral authority over concerns of the church in times of crisis. The Stated Clerk is the Presbyterian Church (U.S.A.)’s chief ecumenical officer and its primary representative in national and international interchurch and interfaith organizations and speaks to and for the church in matters of faith and practice except as the General Assembly directs otherwise” (Organization for Mission IV.b.2.a).

As a new organizational structure emerges through the work of the Unification Commission, it is possible that there would need to be significant changes to the scope of the Stated Clerk’s work, especially as it relates to the likely need for engagement and management around the process and it may be initially necessary to review the job description of the Stated Clerk on an annual basis. The Stated Clerk shall work closely with the Unification Commission to bring the process of unification to completion.

The position is located in Louisville, Kentucky. Residency in the greater Louisville metropolitan area is required.

The position requires extensive and intentional relationship- and bridge-building, and will require both in-person travel and electronic communications, internationally and nationally.

**Accountability:** The Stated Clerk is accountable to the General Assembly (GA) through the Committee on the Office of the General Assembly (COGA). The relationship between COGA and the Stated Clerk “...demonstrate[s] the unity and interdependence of the church...” (G-3.0106). The Stated Clerk is the chief executive officer of the Office of the General Assembly (OGA) and supervises the work of its staff. The Stated Clerk administers the OGA budget as

approved by COGA, and the per capita budget in collaboration with the Presbyterian Mission Agency (PMA) and Administrative Services Group (ASG) as directed by the General Assembly. The Stated Clerk serves in the following capacities: member of COGA; member of Staff Expanded Leadership Team; ex officio member of the Presbyterian Mission Agency Board (PMAB); ex officio member on the boards of the remaining four denominational agencies; and ex officio member of Presbyterian Church (U.S.A.), A Corporation Board (A Corp. Board); The Stated Clerk will serve in other capacities as needed.

**Duties and Responsibilities:** In conjunction with the GA Organization for Mission (Section IV) and the Standing Rules of the Meetings of the General Assembly (Section H), the Stated Clerk shall:

**1. Ecclesial:**

- a) “Offer constitutional and spiritual leadership for the life and witness of the church and exercise pastoral authority over concerns of the church in times of crisis” (Organization for Mission IV.B.2A)
- b) Serve as the chief executive officer of the OGA
- c) Submit the OGA budget to COGA and GA
- d) Ensure the preservation of the records of the denomination
- e) Conduct general correspondence of the PC(USA)
- f) “Nurture the covenant community of the disciples of Christ” through the work of the GA and its agencies and councils (Book of Order G-3.0501c)

**2. Administrative:**

- a) Cultivate proactive communication within and among agencies
- b) Model healthy interpersonal relationships
- c) Nurture a collaborative and mutually supportive organizational and inter-agency culture
- d) Promote positive and generative staff morale
- e) Create and maintain effective administrative systems
- f) Be a “person of strong faith, dedicated discipleship, and the love of Jesus Christ as Savior and Lord... [whose] life should be a demonstration of the Christian Gospel in the church and in the world” (Book of Order G-2.0104a)

**3. Ecumenical:**

- a) Represent the Presbyterian Church (U.S.A.) as its chief ecumenical officer and as its primary representative in national and international interchurch and interfaith gatherings and organizations (Organization for Mission B.2.a)
- b) Serve as the permanent ecumenical representative of the General Assembly and as a member of each delegation representing the Presbyterian Church (U.S.A.) in ecumenical or interchurch bodies (Organization for Mission B.2.h)
- c) Uphold and promote the church’s commitment to manifest more visibly the unity of the body of Christ, seeking opportunities for conversation, cooperation, and action with other ecclesiastical groups; likewise, encourage and engage in respectful dialogue and mutual relationships with entities and persons from other religious traditions, and with secular organizations of goodwill and common mission in accordance with the church’s commitment to ecumenical relationships (Book of Order G-5.0101-5.0103)

**4. Constitutional:**

- a) Uphold and interpret the Constitution for the church
- b) Ensure publication of the most current version of the Constitution

- c) Report decisions of the GA Permanent Judicial Commission (PJC) to the church
- d) Serve as ex officio member of the Advisory Committee on the Constitution (ACC) and the Advisory Committee on Litigation (ACL)

**5. Logistical:**

- a) Oversee all matters related to the convening of the GA
- b) Receive all reports and overtures and recommend referrals to the GA
- c) Prepare proposed docket, propose number of committees for each assembly
- d) Serve as chief parliamentarian for all meetings of the GA
- e) Ensure reporting of GA actions and the publication of GA proceedings
- f) Lead the Office of General Assembly through this time of transition in partnership with the Unification Commission

The Stated Clerk may choose to delegate any of these duties and responsibilities as the Clerk sees fit in order to effect the desired culture, morale and atmosphere.

**Minimum Required Qualifications:**

A commitment to Jesus Christ and a strong understanding of the Reformed tradition

Membership in good standing of a congregation or presbytery in the PC(USA)

Ordination as a Ruling Elder or Minister of Word and Sacrament

A bachelor's or equivalent degree in an appropriate field of study

Leadership and management experience of staff and volunteers

Experience in leading organizations through times of transition

Ability to reside in the greater Louisville metropolitan area

Ability to travel internationally and nationally

**Desired Qualifications:**

10 years of cumulative experience in all Councils of the PC(USA)

Executive level leadership experience

Ecumenical and/or interreligious experience

Experience with parliamentary process and procedures

Transitional ministry education or change management training

An advanced degree in an appropriate field of study