

# The Coordinating Team of Cherokee Presbytery nominates Ruling Elder Therese Howell of Franklin, Tennessee as Stated Clerk Consultant



## Therese's Experience

- Stated Clerk of Middle Tennessee Presbytery 1996-Present; staff member since 1991 (retiring December 31, 2022)
- Stated Clerk of North Alabama Presbytery 2020-Present
- Former member of Advisory Committee on the Constitution of the Presbyterian Church (U.S.A.)
- Member, National Association of Parliamentarians, the Association of Stated Clerks, and the Association of Mid-Council Leaders
- CREDO faculty member since 2012
- Regular speaker and workshop leader at PC(USA) Moderators' Conference
- Member, Rules of Discipline Task Force which reported to the 225th GA

## Consultancy Details

- 6 month contract with the option to renew for up to an additional 6 months
- Compensation: \$28.50/hour
- Reimbursable travel up to \$2,000
- See position description for additional details and work plan
- Therese will be a hybrid Stated Clerk Consultant, mostly working from her home in Franklin, Tennessee and occasionally traveling to Cherokee Presbytery to work from our office and/or to attend meetings of the Presbytery.
- She will keep office hours for Zoom and phone meetings.

**Position Title:** Stated Clerk Consultant

**Reports To:** Cherokee Presbytery through the Coordinating Team. The General Presbyter serves as Head of Staff.

**Time Requirement:** Average of 20 hours/week for a 12 month term.

**Compensation:** Commensurate with experience. Not eligible for benefits.

### **Job Summary**

Working closely with the General Presbyter, the Stated Clerk Consultant will create, expand, clarify, and implement all facets of the constitutionally-mandated Stated Clerk, an officer of Cherokee Presbytery. The goal of this consultancy is to allow for the next Stated Clerk to complete all necessary tasks in a part-time role not to exceed 20 hours/week.

### **Essential Functions**

#### **Ecclesial Administration**

- Serve as the Stated Clerk of Cherokee Presbytery by fulfilling all tasks given to the office in *The Constitution of the Presbyterian Church (U.S.A.)*
- Review Cherokee Presbytery's files and implement a records retention program. Work with Presbytery staff to audit all current files.
- Participate in the planning and preparation of all stated and called meetings of Cherokee Presbytery. Lead collaboration among Presbytery staff to create and organize Presbytery Meeting handbooks and all supplements, attachments, and other public documents.
- Attend meetings of the Presbytery staff, Ministry Transitions Team (MTT), part of the Committee on Ministry, and the Coordinating Team (CT) and resource their work when called upon. The General Presbyter serves as primary staff resource for all Presbytery committees.
- Be present in-person as needed in consultation with the General Presbyter. Required in-person attendance at all meetings of the Presbytery.

### **Organizing Documents/Policy/Procedure Review, Creation, and Implementation**

- Review all Presbytery organizing documents, policies, and procedures for compliance with *The Constitution of the Presbyterian Church (U.S.A.)* and appropriate Georgia law.
- Recommend policies and procedures to ensure efficient and easy access for congregations, minister members, Presbytery staff, and Ministry Teams.
- Collaborate with the General Presbyter and Coordinating Team to interpret and implement all policy and procedure changes.
- Work with the General Presbyter and Coordinating Team to create a position description for the next Stated Clerk.

### **Core Competencies**

- Personal Competencies
  - Compassion and care
  - Clear understanding of responsibilities
  - Superior written and oral communication
- Organizational Competencies
  - Project management
  - Communications
  - Knowledge of emerging technology
  - Leadership within complex and evolving systems
- Spiritual Competencies
  - Spiritual maturity
  - Patience
  - Teaching

### **Minimum Qualifications**

- Ruling Elder or Minister of Word and Sacrament in the Presbyterian Church (U.S.A.) required.
- Prior experience as Stated Clerk of a PC(USA) Presbytery, Synod, or the General Assembly required.
- Track record of leading and participating in innovative approaches to ecclesial administration and Mid Council ministry.
- Noted ability to resource volunteer leaders.