

STATED CLERK RESPONSIBILITIES
Book of Order Responsibilities

Rolls and Records

- Record the transactions of the council
- Keep rolls of membership & attendance
- Keep register of certified educators & CREs
- Preserve the council's records
- Furnish verified extracts when required by another council

G-3.0104

- Recommend the safekeeping of the records
- Review, annually or biennially, council's proceedings & actions
 - Presbytery review of sessions
 - Synod review of presbytery
 - GA review of synod

G-3.0107 & G-3.0108

Judicial Process

- Receive written allegations, requests
- Send requests, communication
- Report decisions of cases to council
- Provide materials pertaining to cases

Rules of Discipline

Receiving

- Letters of Renunciation *G-2.0509*
- Notification of Certifications *G-2.1101*
- Written Protests *G-3.0105*
- Administrative Commission Reports

G-3.0109b

Reporting

- Renunciations *G-2.0509*
- Ordinations *G-2.0704*
- Certifications *G-2.1101*
- Votes on Proposed Amendments *G-6.04e*

Other Responsibilities

Official Communicator

- Presbytery/Synod
 - Meeting notices
 - Minutes
 - Actions to and from committees/commissions
 - Other information
- Office of the General Assembly
 - Statistics, Five-Part Forms, Pastoral changes
 - Inquirers and Candidates
 - Emails and Mailings
 - PIFs and Church Leadership Connection
 - Reporting GA Commissioners to GA
 - GA Actions & Amendments

Provide Guidance

- *The Book of Order*
- Presbytery Policies and Procedures
- Parliamentary Procedure
- Judicial Process
- Legal Matters & Risk Management

Council Meetings

- Planning
- Docket preparation
- Parliamentarian
- Recorder &/or Minutes
- Reporting Actions & Follow up

Provide Orientation

- Clerks of Session
- Permanent Judicial Commission
- GA Commissioners
- New Commissioners to Council

Self Awareness

- Knowing your responsibilities
- Respecting council customs and traditions
- Knowing the rules, policies and processes
- Using your power with care
- Remaining neutral and fair
- Knowing when to ask for help