

The Presbytery of Florida is seeking an individual to serve as our Stated Clerk (part-time). The individual will have a demonstrated call and commitment to the ministry of the Gospel and the mission of the Presbytery.

Position Duties and Responsibilities include:

- Recording the transactions of the governing body, keeping rolls of membership and attendance, preserving records, and furnishing extracts from them as required by other governing bodies. Interpreting the Constitution of the ECO, the Constitution of the Presbytery of Florida and the actions of the presbytery when requested.
- As secretary, the stated clerk prepares a digest of the Executive Committee of the Governing Council's actions, and communicates those actions as directed; and prepares a proposed docket for all meetings of presbytery.
- Advising the presbytery's Permanent Judicial Commission and Investigating Committees.
- Serving as liaison between the presbytery and churches that host its meetings.
- Submitting required reports to the synod.
- Attending and participating in meetings of the synod, as requested.
- Attending meetings of and serving as resource to the Ministry Partnership Team.
- Serving as secretary of the corporation.

Position Eligibility:

- The stated clerk shall be (or is eligible to become) a member of presbytery.

Position Requirements/Qualifications:

- Knowledge of parliamentary procedure and the polity, theology and history of ECO.
- Ability to work collegially with ministers, educators, elders, and members of congregations.
- Effective and fluent computer skills — including but not limited to email, word processing, and video conferencing.

Please submit your cover letter and resume to Elder Stephen Ley, Immediate Past Moderator POF, at sley96@comcast.net.