

THE OFFICE OF STATED CLERK

NOMINATION AND APPLICATION PROCESS

The Rules of Assembly Operations set forth the Administrative Committee's responsibility to nominate to the General Assembly a candidate for the position of Stated Clerk (RAO 3-4) as well as both the position description (RAO 3-2 and 3-3) and qualifications (RAO 3-5) for such position.

We desire to promote an open, inclusive dialogue such that the Search Committee is as informed as reasonably possible of the various views within the PCA. We encourage all interested parties to **provide input as they may be led at [PCA Stated Clerk Search Process](#)** or by contacting a Search Committee member directly using the information set forth below.

We call upon all in the PCA to pray diligently along with the AC and Search Committee that the Lord will guide us faithfully the man He has called to serve His church through the PCA in the years to follow.

Respectfully submitted,

PCA Stated Clerk Search Committee Members		
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POSITION DESCRIPTION AND NOMINATION / APPLICATION PROCESS

Position Description (RAO 3-1)

The Stated Clerk shall perform the duties assigned by the *Book of Church Order*, the Rules of Assembly Operations, and the Bylaws of the Presbyterian Church in America, (A Corporation). The Stated Clerk shall serve as chief administrative officer of the Administrative Committee of General Assembly. As such, he shall be responsible, under the supervision and subject to the direction of the Administrative Committee of General Assembly, for carrying out and executing the appropriate duties and responsibilities of said Committee. The Stated Clerk shall be authorized to employ, with the approval of the Administrative Committee of General Assembly, a Business Administrator. All other staff personnel for said Committee shall then be employed by the Business Administrator with the approval and consent of the Stated Clerk. (RAO 3-1)

Nomination Process

The Administrative Committee of General Assembly has the responsibility of nominating to the General Assembly the person to fill the office of the Stated Clerk. Additional nominations may be made from the floor of the Assembly through the regular process for additional nominations. (RAO 3-4)

The Administrative Committee would be pleased to receive nominations of potential candidates for the position of Stated Clerk at [PCA Stated Clerk Search Process](#).

Application Process

Applicants should submit a cover letter and current resume to clerksearch@pcanet.org. Please include in your cover letter responses to the following topics and questions:

1. Please provide us with your (brief) testimony – your relationship with Jesus Christ and your spiritual journey.
2. What would you like us to know about your family?
3. How would you describe your approach to leadership (ideally with some examples)?
4. What is it about the Stated Clerk role that sparks your interest? What aspects of your experience, gifts, temperament, and personal passion do you think fit well?
5. What are the two or three most significant challenges that you see facing the PCA? How should the Stated Clerk engage (or not engage) in helping the denomination address these issues?

The Search Committee will commence its work in July and anticipates that it will begin reviewing Nominations and Applications in August 2019.

QUALIFICATIONS FOR POSITION OF STATED CLERK (RAO 3-5)

The qualifications for the person to fill the office of the Stated Clerk shall be as follows:

1. He must be either a teaching or ruling elder in the Presbyterian Church in America.
2. He must be conversant with the history and distinctives of the Presbyterian and Reformed tradition and in particular of the history and distinctives of the Presbyterian Church in America.
3. He must possess a competent knowledge of the *Book of Church Order of the Presbyterian Church in America*.
4. He must have demonstrated managerial and organizational skills.
5. He must be loyal to the standards of the Presbyterian Church in America and be able to fairly represent the actions of each General Assembly. He must be conversant with the breadth of Reformed thinking in the Presbyterian Church in America and be able to communicate with the members of the Presbyterian Church in America and with representatives of other Reformed denominations.
6. He must be able to work in a capable, sensitive manner with persons who are in positions of responsibility in the Presbyterian Church in America organization structure.
7. He must understand and be committed to the proposition set out in *BCO 14-1, 3*: "The work of the Church as set forth in the Great Commission is one work. . ." Therefore, such person must recognize and be committed to implementing the important principle of the interdependency of each court, Committee, and Agency of the PCA.
8. He must have an appreciation of the whole church of the Lord Jesus Christ as defined in *BCO 1-3* and thus be able to work with the leaders of all branches of this true Church.

RESPONSIBILITIES OF THE STATED CLERK

Responsibilities to General Assembly (RAO 3-2)

The Stated Clerk shall have the following responsibilities to the General Assembly:

1. In his office as an elder he may, as appropriate, advise and counsel, and upon invitation, preach and teach.
2. His duties are clerical, and as an ordained elder in the denomination he has no special role as spiritual leader or teacher to the denomination.
3. He shall be responsible for the recording of the transactions of each General Assembly.
4. He shall carefully preserve all of the records of each General Assembly.
5. He shall obtain and grant abstracts from the Assembly records whenever properly required or requested.
6. He shall prepare and distribute a *Commissioner Handbook* so as to reach commissioners one month prior to the convening of each General Assembly.
7. He shall gather and assemble the items of business that come before each Assembly and refer such items of business to the proper committee or committees.
8. He shall be responsible for publishing the minutes and statistical reports of the Presbyterian Church in America and periodically updating the digest of the minutes.
9. He shall be the parliamentarian of the General Assembly but may fulfill this function through the use of assistant parliamentarians whom he recommends to the Moderator for his appointment.
10. He shall be an ex officio member of the Committee on Interchurch Relations.
11. He shall be available to give advice to the Boards and Agencies of the Presbyterian Church in America if, as, and when so requested.
12. He shall be responsible for the oversight of the PCA Historical Center for the preservation of the archives of the Presbyterian Church in America.
13. Under the supervision of the Administrative Committee of General Assembly, he shall propose the docket of the General Assembly and shall be available to advise the General Assembly on means to expedite and complete the business of the General Assembly.
14. He shall be responsible for notifying all appropriate persons of the decisions of the General Assembly.
15. He shall serve as the secretary and treasurer of the Presbyterian Church in America (A Corporation).
16. He shall receive progress reports and/or minutes from the committees appointed by the General Assembly, including special committees.
17. He shall have the privilege of the floor in all matters pertaining to his office at the General Assembly, to present necessary information on business before the meeting concerning the work and report of any committee on which he serves, and at such times when the Moderator, the coordinators, the executive directors, chairmen of Assembly Committees and Agencies (or their designated representative), or any commissioner may request that he clarify matters before the court.
18. He shall serve as custodian of the rolls of each General Assembly.
19. He shall be the correspondent with the lower courts of the church.
20. He shall be authorized to make public statements for and on behalf of the denomination only insofar as such statements are warranted on the basis of specific actions of the General Assembly.

Responsibilities to Administrative Committee (RAO 3-3)

The Stated Clerk shall have responsibility to the Administrative Committee of General Assembly as follows:

1. He shall work under the supervision of the Administrative Committee of General Assembly between the meetings of General Assembly.
2. He shall perform such duties as the Administrative Committee of General Assembly shall direct.
3. He shall recommend a person to fill the office of business administrator, such recommendation to be made to the Administrative Committee of General Assembly. He shall employ such business administrator, with the prior approval of this Administrative Committee. The person filling the office of business administrator shall be responsible directly to the Stated Clerk, and through the business administrator the necessary personnel and equipment shall be obtained and utilized -- all under the overall oversight of the Administrative Committee of General Assembly.
4. He shall make a full report to the Administrative Committee of General Assembly each year pertaining to his assessment of and evaluation of the performance by himself and those under his supervision and control during the year, which full report shall be submitted by this Administrative Committee to the General Assembly. This Administrative Committee shall have the responsibility of adding its comments, recommendations and suggestions to such report which shall include an evaluation of the performance of the person filling the office of the Stated Clerk.