



<https://synodne.org/job/synod-stated-clerk/>

Stated Clerk | Synod of the Northeast

Organization's Specific Vision for Ministry

The Synod of the Northeast stands at a defining moment in its life and witness. Guided by a two-year process of prayer, discernment, and consultation, we are embracing a renewed call to Reimagine the Church in the World. This vision invites us to live faithfully into God's purposes for our time, cultivating communities of courage, compassion, and creativity across the Northeast.

One of the most significant changes born of this discernment process is the decision to transition from two decision-making bodies — the Synod Mission and Ministries Commission and the Synod Assembly — to an integrated Hybrid-Missional Model. A hybrid-missional approach brings the best of both worlds. It maintains the financial and governance structures necessary for trust, transparency, and sustainability, while at the same time distributing leadership responsibilities in ways that allow ministries to adapt in real time.

This model reflects our theological conviction that the Spirit equips all God's people with gifts for service. By calling forth leaders from across the Body of Christ, the Synod embodies shared ministry, values diverse voices, and practices accountability rooted in mutual trust. Flexibility is not only an organizational strength but also a spiritual discipline. By integrating stability with adaptability, the Synod affirms that the Church thrives when it honors the gifts of all, encourages collaborative discernment, and responds faithfully to the movement of the Spirit.

Responsibilities

The Stated Clerk will provide training, resources and assistance to the synod's 19 presbyteries, particularly their stated clerks. The Stated Clerk maintains accurate records and acts as the parliamentarian for the Synod Assembly and the Synod Council meetings. The Stated Clerk resources the Committee on Representation and the Nominating Committee and monitors diversity and equity within the synod leadership. As Secretary of the Corporation, and member of the Council, the Stated Clerk communicates action on behalf of the Assembly and Council. The Stated Clerk advises on matters of polity and ecclesiastical law as appropriate, as well as resource the Synod Permanent Judicial Commission. The Stated Clerk resources the Nominations Committee and Committee on Representation, they work to implement and administer the church-wide and Synod goals of inclusion.

The Stated Clerk will assist in planning Assembly meetings by tracking business that needs to come before the body. The Stated Clerk, working with the Theological and Spiritual Formation Pillar, helps plan worship and a spiritual formation component.

The Stated Clerk participates as a collegial team member of the staff, attending meetings, and supporting the overall mission of the synod.

- As ecclesiastical officer of the Synod, expedite the processing of judicial papers, as well as other ecclesiastical transactions including all

Hiring organization

Synod of the Northeast

Employment Type

Full-time

Job Location

5811 Heritage Landing Drive,
13057, East Syracuse, Synod of the
Northeast, USA

Base Salary

\$ 92000

Date posted

August 27, 2026

Valid through

30.11.2026

ecclesiastical communications with other governing bodies, recording, maintaining, and ensuring the permanent safekeeping of the records.

- Submit required reports to the General Assembly and Synod Assembly.
- Facilitate process for writing, submission and advocacy of synod overtures to General Assembly
- Exchange synod minutes with Synod Stated Clerk peers for review. Create the publication of the minutes of the synod and their submission to the General Assembly for review.
- Function as staff resource for the Synod Permanent Judicial Commission (PJC). Provide training for PJC members, as well as those of presbyteries as requested.
- Serves as recorder of the work of the Nominating Committee as well as participant. This includes recruitment of people to serve on the PJC, Committee on Representation and any Administrative Commissions (AC), Special Administrative Review Committees (SARC) and Investigating Committees (IC).
- Orient/train and staff ACs and SARCs. Orient/train any ICs that may arise.
- Serve as staff resource with the synod leader to the Governance and Collaboration Pillars.
- Serve as a member of Synod Council.
- Assist with the planning of Assembly meetings by developing the docket and tracking issues that need to come before the Assembly.

Qualifications

- Should be either a teaching or ruling elder in the Presbyterian Church (U.S.A.) with at least two years stated clerk experience at the mid-council level.
- Be well-versed in Presbyterian polity and parliamentary experience.
- Should be committed to learning the by-laws and standing rules of the synod, as well as synod policies.
- Ability to communicate clearly the actions of the Synod Assembly, Council and Commissions to the synod community.
- Ability to interpret the Bylaws, Standing Rules, and the Reimagining the Church in the World vision.
- Facilitate the annual review of presbytery records.
- Correspond with presbytery stated clerks concerning nominations, elections, and reports to Synod Assembly.
- Work cooperatively and collaboratively to fulfill the needs of the synod and to develop an atmosphere of cooperation and trust within the synod staff and with presbytery and General Assembly colleagues.

Contacts

Our Ministry Discernment Profile and complete position description are found at MDP #13170 in the PCUSA/CLC