



Church Leadership Connection

Connecting | Discerning | Calling

Ministry General Information

Ministry Name	Presbytery	Synod
Synod of The Northeast		
Email	Preferred Phone	Website Address
synodoffice@synodne.org	315-446-5990	www.synodne.org
Mailing Address	Alternate Phone/Email	Community Type
5811 Heritage Landing Dr, East Syracuse, NY 13057-9360		
Congregation or Organization Size	Curriculum	Average Worship Attendance
Church School Attendance	Statistical Report	
Intercultural Composition		Released Date
		8/18/2026

Information about the Position

Position Requirements

Position Type(s)	Language Requirements
Synod Stated Clerk	English
Experience Required	Statement of Faith required?
2 to 5 Years	Yes
Employment Status	Are you open to a clergy couple?
Part-time	No

Ministry Requirements

Church Mission/Vision Statement

Mission Statement: A grace-filled, connected, and accessible Synod body where presbyteries, congregations, and leaders build trust, share resources, and boldly live Christ’s call to justice, equity, and beloved community.

Vision Statement: We are the Body of Christ, Spirit-led and faithful, sharing God’s blessings through governance, innovation, and justice as we live out the Gospel in a changing world.

Tasks, expectations, salary range, duties, supervision, assignments, and responsibilities for the position.

Job is remote, but the Stated Clerk must live within the bounds of the Synod of the Northeast. The job is 3/4 part time.

The job is open to teaching and ruling elders. Teaching elders will have a housing allowance. Ruling elders do not have a housing allowance.

See Narrative Questions for remaining information.

Deadline for application is September 21, 2026.

Compensation & Housing

Minimum Effective Salary	Housing Type
92000	Housing Allowance

MDP - Narratives

How would you describe the congregation’s/organization’s specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?

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.

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

The synod is comprised of 19 Presbyteries in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont. These presbyteries include urban and rural areas. They also range from thriving to struggling.

The synod provides grant support that helps to build community, embrace diversity, deepen accountability and cultivate sustainable gospel-rooted ministry, along with measured mission impact. Grants support innovation, emerging gospel communities, youth and young adult leadership development and campus ministry. The synod also provides programs and ministries to provide opportunities for individuals, congregations, presbyteries and the synod to grow and thrive.

Collaboration is important in the synod. By encouraging shared resources, nurturing innovative partnerships, and supporting presbytery mergers, the synod seeks to revitalize presbyteries, strengthen bonds across mid councils and cultivate a thriving, inclusive, mission-oriented church structure. Intentional collaboration provides a pathway for presbyteries to adapt to challenging contexts while maintaining faithful witness and mission. There is also funding to support collaboration initiatives between presbyteries.

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long-term goals for ministry?

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.

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

- 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.

What areas of ministry do you expect the person called to be responsible for? Share specific

tasks, assignments, and programs.

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

Optional Links

Home - Synod of the Northeast - Home page of website - <https://synodne.org/>

The Visioning Process - Information on Synod's Vision - <https://synodne.org/home-visioning-process/>

The Six Pillars - Six Pillars of the Vision - <https://synodne.org/the-6-pillars/>

Vision Statement - Video of Vision Statement - <https://youtu.be/Z-DSxzN1nVc>

References

Reference #1	Reference #2	Reference #3
Rose Niles Ministry Relationship Officer, Northeast Region, Presbyterian Foundation 845-326-6501 rose.niles@presbyterianfoundation.org	Brandi Wooten Ministry & Mission Commission Commissioner 585-490-8807 revbrandi@gmail.com	Rob Trawick General Presbyter, Albany Presbytery 845-893-1790 rtrawick@albanypresbytery.org

Self-Referral Contact Information

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