

## **Purpose and Role of the Presbytery Clerk**

The main purpose is to ensure the smooth running of Presbytery and its Committees through the efficient exercise of the following duties:

### **1. Support to Moderator and Convenors**

- a) To recognise and support the roles of the Moderator of Presbytery and the Committee Convenors.
- b) To assist the Moderator and Convenors in determining their priorities during their tenure.
- c) To liaise with the Moderator in terms of dates of Inductions, Invitations to attend functions etc
- d) To arrange and attend Special Services such as Ordinations and Inductions (appointing preacher and one to lead the worship) liaising with the congregation and the new minister.

### **2. Presbytery and Committee Administration**

- a) To prepare agendas, attend and Clerk the meetings of the Presbytery and its Business Committee.
- b) To attend and Clerk the meetings of the Presbytery Safeguarding Panel.
- c) To maintain and retain the minutes and attendance records of these meetings
- d) To be an ex officio member of all Presbytery Committees, noting that it is not expected that the Clerk should attend each Committee meeting.
- e) To send out Call Notices, printing of Presbytery papers, and posting of the same
- f) To issue Extract Minutes of the Presbytery.
- g) To advise the Presbytery on matters of procedure, Church Law and Regulations, both at the meetings and personally
- h) To send out letters of Commission for the General Assembly, receive responses, and email these details to the Church of Scotland offices.
- i) To attempt to maintain accuracy in the Presbytery handbook, receive updates and supervise the updating, checking and printing and of the handbook which is published for the September meeting of Presbytery.
- j) To issue and receive returned elders commission forms and organise the Committee lists for the new session
- k) To arrange appropriate cover, in consultation with the Business Convener, when on holiday.

### **3. Maintain good internal and external communication and relationships**

- a) To be a link with the Church Offices in Edinburgh
- b) To send out by email circulars and intimations as appropriate
- c) To write letters of sympathy, and congratulation etc on behalf of the Presbytery
- d) To be a member of the Association of General Assembly and Presbytery Clerks and to attend the overnight meeting of the Presbytery Clerks Association.
- e) To attend the General Assembly regularly as a commissioner, if Presbytery so agrees when it decides its list of commissioners.

### **4. Act as custodian of the following:**

- a) To be custodian of the Presbytery records (from the Union of 1929), and the Formula Book
- b) To receive and distribute the returns from the Annual Congregational Statistics and Office Bearers forms.
- c) To be aware of the current statutory guidelines and obligations in regard to Safeguarding and to support the Safeguarding Officer in checking and confirming annually to Presbytery, that congregations are making all reasonable endeavours to comply with these guidelines and obligations.
- d) To register Data Protection issues.

### **5. Miscellaneous**

- a) To establish a list of appropriate persons who may be willing to undertake certain duties on request which includes leading worship, pastoral cover, locums, interim moderator duties etc.
- b) To act in an advisory capacity, advising both parties should a case arise.
- c) To deal with all above matters in a manner which is timeous and which respects the confidentiality of those involved.
- d) To undertake any other relevant duties deemed necessary by the Presbytery.