

**The Report of the Stated Clerk Nominating Committee  
To the May 2018 Presbytery Meeting at West Chester, Ohio**

The Reverend Sharon Carter, Chair

Also Serving: RE Erin Focke (Bond Hill), RE Robert Sullivan (West Cincinnati),  
RE Sharon Wilcox (Richwood), TE David Zuidema (HR)

The Stated Clerk Nominating Committee has met for the past year to refine the position description in consultation with the Personnel Committee of the Presbytery. The SCNC also prepared a Ministry Information Form, that after its approval by the Presbytery Council, was posted on Church Leadership Connection. With prayerful discernment in conducting a national search, we are pleased to announce our unanimous choice: the Reverend Melana Scruggs as our nominee for the Stated Clerk of the Presbytery of Cincinnati.

The Reverend Melana Scruggs also serves as the Stated Clerk/Governance Presbyter (part-time) in John Calvin Presbytery since 2012, and is pastor at Crane Presbyterian Church in Crane, MO (part-time). She is a seasoned veteran in the role of Stated Clerk, having trained Administrative Commissions, Clerks of Session, in addition to experience in staffing judicial process and serving as parliamentarian for presbytery meetings. She is a 1987 graduate of Columbia Theological Seminary, and has served the Presbyterian Church (USA) in a variety of roles, including as a General Assembly Commissioner in 2008.

In consultation with the Personnel Committee, it is our current understanding that the role of Stated Clerk is a very part-time position, perhaps 10-12 hours per week position, with a significant majority of the position description able to be managed online. (Please see the position description attached). With that in mind, there is a revision to be proposed to the Presbytery of Cincinnati regarding terms of compensation and term of service. The Stated Clerk Nominating Committee recommends that the Reverend Melana Scruggs be elected to a one-year term of service, with the following terms from the period of May 8, 2018 through May 15, 2019:

**Compensation Terms (part-time 10-12 hours/week)**

Salary	\$19,000
BOP	N/A
FICA allowance	\$6,000
	<hr/>
	\$25,000 Compensation

**Reimbursable/Vouchered Expenses**

½ General Assembly Travel and Expenses (2018)	\$1,000
Travel/Zoom for Presbytery Meetings/Other	\$4,000
Other Professional Expenses (vouchered)	\$2,000
Vacation/Continuing Education Time	As Needed

The term of one-year would be renewable, with Reverend Scruggs eligible for re-election. Another provision of the terms is the clause that the Stated Clerk may terminate this agreement with 30 days written notice provided to the Moderator of the Presbytery and the General Presbyter. As the way be clear for her election, we also recommend that the Presbytery grant her permission to labor inside the bounds of the Presbytery.

Also, a clear expectation to be pursued during this year for the Stated Clerk is for focused training for the Clerk of Session throughout the Presbytery, workshops and training on the Book of Order of the Constitution –Part 2 of the Presbyterian Church (USA), and training on the role and function of the Stated Clerk.

In addition to a warm welcome as she is nominated (and elected as the way be clear) at the May 2018 Stated Meeting, the Presbytery of Cincinnati is invited to a luncheon reception to meet Melana on Wednesday, May 9 from 11:00AM-2:00PM at the Presbytery Office, 1323 Myrtle Avenue, Cincinnati, Ohio.

## **PRESBYTERY OF CINCINNATI**

### **Stated Clerk**

### **Position Description**

**TITLE:** STATED CLERK

**TERM:** 3 years (part-time, exempt status)

**PURPOSE:** The Stated Clerk shall record the transactions of the Mid-Council known as the Presbytery of Cincinnati, keep its rolls and preserve its records. This position is established in accordance with the *Book of Order* (2013-2015), Section G-3.0104, G-3.0110, and is governed by the procedures and requirements contained therein. The Stated Clerk is the chief ecclesiastical officer and parliamentarian of the Presbytery.

**POSITION RELATIONSHIP AND ACCOUNTABILITY:** The Stated Clerk is elected by the Presbytery of Cincinnati upon recommendation by a Search Committee for a three year term of office. The Council of the Presbytery, in collaboration with the Personnel Committee, shall make provision for the process of election, the description of responsibilities, the method of performance review and the manner of termination of employment.

#### **PERSONAL CHARACTERISTICS:**

- Demonstrate a vibrant faith in the Lord Jesus Christ in his or her personal and professional life, including active participation in a local congregation, with a willingness to live the faith in daily life and work
- Be collegial, approachable, enthusiastic, and responsive while also being patient and judicious
- An organized, educational and highly communicative leadership style
- An ability to listen respectfully and fairly to all voices

#### **PROFESSIONAL QUALIFICATIONS:**

- Be a member in good standing of a presbytery or congregation of the PC(USA)
- Possess a thorough knowledge of the Constitution of the PC (USA)
- Possess a thorough knowledge of Robert's Rules of Order
- Possess a working knowledge of applicable civil laws related to religious corporations
- Possess excellent organizational and meeting planning skills

#### **RESPONSIBILITIES:**

- Interpret the Constitution of the PC(USA) for all entities of the Presbytery of Cincinnati
- Assist in planning for stated and special meetings of the Presbytery and ensure minutes for all presbytery meetings
- Serve as parliamentarian at the meetings of the Presbytery
- Serve as a member of the Presbytery Council and ensure minutes for all Council meetings
- Facilitate the conduct of remedial and disciplinary cases as they arise
- Establish parity regarding the lay and clergy balance of the Presbytery
- Staff and counsel the presbytery's Permanent Judicial Commission
- Staff and counsel the presbytery's Committee on Church Order
- Advise and facilitate the preparation of any overtures coming before presbytery
- Maintain all ecclesiastical and historical records of presbytery, including records of presbytery branches
- Facilitate presbytery actions on constitutional revisions recommended by the General Assembly
- Collect and forward annual statistical reports of Sessions to the Synod of the Covenant and the General Assembly
- Communicate all necessary presbytery proceedings to the General Assembly

- Maintain (and forward to appropriate persons and entities) presbytery's ecclesiastical correspondence
- Interpret Presbytery of Cincinnati Bylaws and recommend their updates, as the need arises

**RELATIONSHIPS:**

- The Stated Clerk interprets the PC (USA) Constitution to all congregations and entities of the Presbytery of Cincinnati
- The Stated Clerk is directly accountable to the Presbytery through the Personnel Committee
- The Stated Clerk is part of the presbytery staff leadership team, and as such attends staff meetings as requested
- With respect to timely performance of responsibilities, the General Presbyter is the supervisor of the work of the Stated Clerk
- The Stated Clerk represents presbytery ecclesiastically to higher council of the PC (USA)
- The Stated Clerk shall relate well to others and work in a team relationship with all other members of Presbytery staff

**ACCOUNTABILITY AND REVIEW:**

- The Presbytery of Cincinnati through its Personnel Committee shall conduct an annual review of the work and the compensation of the Stated Clerk, including in the review the Chair of Council, the Moderator and Vice-Moderator of the Presbytery, and the General Presbyter. In the final year of the term of Stated Clerk, an end-of-term review shall be conducted by a Special Committee appointed by the Moderator of the Presbytery.