

Presbytery of Genesee Valley

Position Description – Transitional Journal Clerk

Category: In accordance with the Fair Labor Standards Act, this position is non-exempt, part-time hourly position. Hours worked for this position are expected to vary from week-to-week, with a maximum number of hours worked for each month defined at 36 hours, paid at the rate of \$25 per hour. During times of high demand for support where there could be an overage in hours for a particular month, additional hours may be approved by the Convener of the Big Picture Team or the Transitional Presbytery Leader.

Employment: This position is accountable to the Big Picture Team, through the Transitional Presbytery Leader.

Responsibilities:

The primary responsibilities of the Journaling Clerk are as follows:

- Record and report minutes for Presbytery
- Record and report minutes, and prepare Consent Agenda for the Committee on Ministry (COM) Report, and for the Big Picture Team Report for Presbytery meetings, and provide administrative support to these bodies
- Additional responsibilities as requested.

Qualifications: 3-5 years comparable work experience or A.A.S. degree or equivalent; highly organized, efficient time-management skills, detail-oriented, ability to multi-task and prioritize. Excellent verbal, written and editing skills; strong computer skills, with proficiency Microsoft Word, Excel. Experience in a church setting and with church-related software a plus. Ability to maintain appropriate confidentiality is Essential.

Accountability: This position is accountable to the Big Picture Team, through the Transitional Presbytery Leader. A review by the Personnel Committee will be conducted according to the Presbytery's Personnel policy. The Big Picture Team and the Transitional Leader will be evaluators; evaluations may be requested from certain other individuals.