



PRESBYTERY OF EAST TENNESSEE

The Presbytery of East Tennessee is seeking a part-time Stated Clerk. The responsibilities and requirements are below. The 2023 salary for this position is \$13,804. The 2024 salary will be determined by the Presbytery at its November meeting. The time required varies, but averages about 4 hours/week. Interested applicants should email a resume and cover letter to sc_search@presbyteryeasttn.org by October 4, 2023. The position is for a four-year term, which is renewable.

The Presbytery of East Tennessee does not maintain a physical office. The Stated Clerk role does not have a fixed work location, other than requiring in-person attendance at occasional meetings within the Presbytery.

The responsibilities for this position are defined in the [PET Stated Clerk Job Description](#).

Minimum qualifications:

- Be a Ruling or Teaching Elder in the PC (USA);
- Be an active member in good standing of the Presbytery of East Tennessee, an active member in good standing of a Presbytery of East Tennessee congregation, or be in the process of becoming a member of the Presbytery or such a congregation (being presently an active member in good standing of a PC (USA) congregation or council elsewhere);
- Have a thorough knowledge of the current PC (USA) Book of Order and Robert's Rules of Order, and experience in using them;
- Have 5 or more years of experience working in Presbyterian governing bodies, with experience working between Presbyterian governing bodies particularly desired;
- Be a person of deep Christian faith;
- Have a genuine love for people, being able to work with a wide variety of personalities.

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