



THE PRESBYTERIAN CHURCH IN CANADA
PRINCIPAL CLERK AND SECRETARY, ASSEMBLY COUNCIL
POSITION DESCRIPTION

The Position

The position of Principal Clerk of the General Assembly and Secretary of the Assembly Council (Principal Clerk) is open to non-ordained and ordained members of The Presbyterian Church in Canada. This is a General Secretary level position, appointed by the General Assembly on nomination of the Assembly Council (See Book of Forms Appendix B-1). In this role, the incumbent serves as the Principal Clerk of the General Assembly, Secretary of the Assembly Council, the Ecumenical and Interfaith Officer for The Presbyterian Church in Canada and with the General Secretary of the Life and Mission Agency and the Chief Financial Officer, a member of the Management Team for the national office.

Accountability

The incumbent is, in matters relating directly to the work of Assembly, the servant of the General Assembly and responsible to the Assembly for the right discharge of their duties. In respect to the work of the Assembly Council, the incumbent is responsible to the Council and through it to the Assembly, for all matters relating to the Council. As an Assembly appointee, the incumbent retains the right of direct recourse to the Assembly. Performance reviews are the responsibility of the Assembly Council and carried out as determined by its Executive.

Nature and Scope

The Principal Clerk is responsible for

- serving as Secretary to the Assembly Council;
- facilitating the smooth operation of the General Assembly and the Assembly Council;
- assisting the courts of the church in fulfilling their roles;
- serving as the Ecumenical and Interfaith Officer for The Presbyterian Church in Canada and coordinating the church's ecumenical and interfaith activities;
- serving as a member of the Management Team and sharing overall management responsibility for the national office equally and co-operatively with members of the Management Team;
- representing the church in all legal matters related to The Trustee Board of The Presbyterian Church in Canada;
- serving on various national boards, committees and ecumenical bodies as the position or assignment warrants;
- performing such other tasks as may be assigned by the General Assembly or the Assembly Council.

Tasks

The incumbent has primary responsibility for all of the following but works in a team relationship with the first Deputy Clerk. The day to day responsibilities of the General Assembly Office will be shared among the incumbents.

As General Secretary of the General Assembly Office, the incumbent is responsible for:

- ensuring the smooth overall functioning of the General Assembly Office;
- coordinating and giving oversight to General Assembly Office staff, including effective stewardship of human and financial resources;
- supervising the smooth overall functioning of the Archives;
- coordinating and giving oversight to Archives staff, including effective stewardship of human and financial;
- representing, in person or by appointee, The Presbyterian Church in Canada on ecumenical bodies related to Residential Schools and Healing and Reconciliation;
- representing the Church in any emergent meetings and negotiations with the government (For Example, related to the legacy of Indian Residential Schools).

As the Principal Clerk, the incumbent is responsible for:

- ensuring the arrangements for and follow-up from meetings of the General Assembly;
- advising the Moderator on proper procedure for debate;
- dealing with all matters relating to the agenda and its preparation;
- advising the General Assembly Committee on Business;
- recording and finalizing of minutes of General Assembly;
- communicating General Assembly decisions appropriately to the Church's constituency, so that the courts and Assembly agencies and committees can study and make appropriate responses;
- preserving the records of General Assembly;
- advising the Committee to Advise with the Moderator;
- serving as, or coordinating support to the various committees of the General Assembly and its agencies;
- facilitating commissions and special committees established by the General Assembly;
- ensuring the smooth operation of the Assembly Office, including the provision of administrative support services for Committees of Assembly;
- administering the Benevolence Funds of the Church under the authority of the Benevolence Committee of Assembly Council;
- overseeing legal matters relating to the courts and agencies of the Church;
- serving as an ex-officio voting member of the Trustee Board;
- participating in, or consulting with, crisis management teams dealing with situations involving courts of the Church and/or church workers.

As Secretary of the Assembly Council and its Executive, the incumbent is responsible for:

- ensuring the smooth functioning of meetings of the Council and its Executive in respect to physical arrangements, agenda documentation, recording of minutes, follow-up, and advising on procedural matters;
- ensuring the effective implementation of decisions taken by the Assembly and its Council;
- interpreting questions regarding the law and procedure of the Church and advising the Courts of the Church and individual members on matters relating thereto;
- bringing to the attention of Assembly Council any matters they believe appropriate for consideration by the Council in fulfilling its role and objectives;
- cultivating a good relationship with the clerks of presbyteries and synods and between the courts of the Church and the agencies and committees of the General Assembly;
- advising the Convener on proper procedure for debate;
- dealing with all matters relating to the agenda and its preparation;
- preserving the records of Assembly Council and its Executive;
- overseeing the preparation and monitoring of the expenditure budget of the Assembly, the Assembly Council and the Assembly Office.

As Ecumenical and Interfaith Officer of the Church the incumbent is responsible for:

- in consultation with the Ecumenical and Interfaith Relations Committee, inviting visitors from other churches and civic leaders to be present at the General Assembly;
- participating in and/or designating participation to ecumenical councils and events.

As a Member of the Management Team, the incumbent is responsible for:

- engaging in long-term strategic planning and annual operating planning for the National Church Offices;
- working cooperatively with the Management Team to ensure the smooth overall running of the national office;
- working cooperatively with the Management Team in preparation of draft budgets for the national operating budget;
- serving as a member of boards, committees or agencies as the General Assembly or its Council shall determine:
 - a non-voting member of the Human Resources Committee
- performing other tasks as requested by the Assembly Council.

Qualifications and Personal Characteristics

The incumbent shall possess:

- evidence of a lively and mature Christian faith and a commitment to The Presbyterian Church in Canada including its goals and vision;
- a sensitivity and respect for the dignity and worth of each individual person regardless of ethnicity, race, age, gender, sexual orientation or economic status;
- a vision of both pastoral and prophetic ministries in the Church of the 21st century;
- a demonstrated understanding of the history, ethos, governance, traditions and polity of The Presbyterian Church in Canada;
- a working knowledge of the Book of Forms and experience within the Courts of the Church;
- a positive disposition toward ecumenical and interfaith co-operation;
- a strong commitment to work effectively and co-operatively within the national office of the Church;
- a demonstrated ability to work within a collegial model of administration, consensus building and decision making, and to remain resilient even under circumstances of conflict;
- a disposition for and a demonstrated ability to work in a team style of leadership;
- a creative style that shows initiative and active commitment to seek solutions and improvements;
- an ability to be a decisive, involved leader who is organized and efficient;
- a demonstrated ability to manage/oversee multiple tasks simultaneously;
- strong inter-personal skills with a demonstrated knowledge and awareness of human relations issues, including conflict management/resolution skills;
- excellent communication skills – oral and written;
- Ability to envision the use and integration of technology for the benefit of the church;
- a member in good standing of The Presbyterian Church in Canada, either ordained or lay.

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