



POSITION DESCRIPTION

ADMINISTRATOR/ASSISTANT STATED CLERK

NEW CASTLE PRESBYTERY

Position Description and Function: The **ADMINISTRATOR/ASSISTANT STATED CLERK** serves New Castle Presbytery (“NCP”) as a full-time, salaried member of the staff performing operational, organizational, managerial, and communication functions for the NCP office and staff and secondarily to the NCP as a whole. The Administrator works closely with the NCP Accounting Administrator/Treasurer, the Ignite Administrator, the NCP executive staff and NCP committees.

Personal Qualifications: The Administrator/Assistant Stated Clerk’s position requires certain background qualifications:

1. An Associate’s or Bachelor’s degree from an accredited institution with a concentration in business management or a related field, OR equivalent experience.
2. At least five years’ experience in business administration or a related field in a paid or volunteer capacity.
3. Ability to work independently and collaboratively with others as part of a team.
4. Possesses superior oral and written communications skills which compliment networking, organization and negotiation skills.
5. Ability to prioritize detailed tasks and complete assignments according to established deadlines.
6. Ability to maintain confidential and sensitive information.
7. Ability to pass a criminal background check.

Core Competencies: The Administrator/Assistant Stated Clerk’s position requires competency in specific areas:

1. Proficiency with Microsoft Office applications, including Word, Excel, Outlook, PowerPoint and Publisher.
2. Working knowledge and experience with website/blogs and social media platforms.
3. Familiarity with online database management.
4. Working knowledge of general accounting principles relative to accounts payable/receivable and auditing.
5. Understanding of marketing, hospitality and program development.

Position Responsibilities: The NCP Administrator/Assistant Stated Clerk provides leadership in the following areas.

1. **NCP Website and Communications Management**
 - a. NCP website maintenance and updates including coordination with the website host for system changes.
 - b. NCP online calendar updates
 - c. NCP “Hub” maintenance and updates for committee meeting documentation management
 - d. NCP newsletter communications
 - e. NCP online software tool maintenance and management
2. **NCP Meetings Management**
 - a. Preparation of documents for NCP meetings, in cooperation with the NCP staff and Committee on Coordination.

- b. Facilitation of document posting to the NCP website, including online registration, meal reservation and/or offerings for NCP meetings and other events.
- c. Management, in coordination with Accounting Administrator/Treasurer, of contracts with vendors, speakers and facilities, including analysis and negotiation of the proposed agreements and establishment of fee structures for NCP participants
- d. Reconciliation of event details in coordination with NCP Accounting Administrator/Treasurer.

3. NCP Stated Clerk Administration:

- a. Submission of NCP membership data to the Office of the General
- b. Assembly of the Presbyterian Church (U.S.A.) (hereafter the PC (USA)).
- c. Submission of required forms to PC(USA) for year-end forms, church forms and minister change forms.
- d. Preparation of NCP annual minutes for submission and review by the Synod of the Mid-Atlantic.
- e. Administrative assistance with documentation requirements for closed churches and minister member transfers.
- f. Communication with NCP churches regarding annual statistical reporting and subsequent assistance with yearly submission.
- g. Coordination with Connectional Presbyter/Stated Clerk of documentation for annual session minutes review.

4. NCP General Administration

- a. Greet incoming visitors to the NCP office.
- b. Schedule virtual meetings and use of NCP conference room.
- c. Manage NCP's database updates.
- d. Manage the operations of NCP's technology contractor, website host, and janitorial staff, with negotiation of associated contracts in coordination with the Accounting Administrator/Treasurer.
- e. Coordinate maintenance, service work and contracts for NCP computers and office equipment in coordination with Accounting Administrator/Treasurer.
- f. Serve as a member of the NCP Committee on Coordination, and attend NCP business meetings as requested.
- g. Serve as "networker" with peers in the PC (USA) and the Administrative Personnel Association (APA), with the goals of improving services and promoting the interests of the NCP.
- h. Maintain the manuals and orientation materials of the NCP.
- i. Extend administrative support to NCP committees related to general administration items.
- j. Process and approve accounts payable, and prepare remote deposits. Upload documentation to server for Accounting Administrator/Treasurer to finalize processing.
- k. Coordinate audit materials with Accounting Administrator/Treasurer.
- l. Manage NCP administrative expense lines.
- m. Coordinate with NCP staff to implement effective office operation procedures.
- n. Maintain employment files for NCP staff.

5. NCP Trustees Administration

- a. Receive and approve camps/conference scholarship applications. Process for payment.

- b. Interface with contracted real estate agent for Hayloft rentals at 41 Olive Avenue, Rehoboth Beach, DE, and provide updates to Trustees property committee. Schedule yearly maintenance and update contracts for Trustees approval.
 - c. Coordinate insurance documentation with Trustees President for approval.
 - d. Assist Accounting Administrator/Treasurer with annual lease contract between NCP and Head of Christiana PC.
6. NCP Committee on Ministers & Congregations
- a. Maintain Healthy Boundaries and Anti-Racism training records, coordinate training and update records/website.
 - b. Initiate background screens for incoming minister members, CREs and pulpit supply
 - c. Review background screens to insure all minister members, CREs and pulpit supply are updated every five years.
 - d. Provide administrative support to churches relating to PC(USA) Church Leadership Connection.

Accountability: The Administrator/Assistant Stated Clerk will work cooperatively with the Accounting Administrator/Treasurer, will report to the Connectional Presbyter and will be accountable to the NCP through its Committee on Leadership.

Evaluations: The Presbytery's Committee on Leadership and Connectional Presbyter will conduct an annual review of the Administrator/Assistant Stated Clerk. performance. The results of the annual review will be reported to NCP as part of the Committee on Leadership's customary reporting.

Terms of Employment: The Administrator's position is considered to be a full-time and salaried conforming with the relevant provisions of *The Manual of New Castle Presbytery*. The Administrator/Assistant Stated Clerk will perform the responsibilities of that position as described in its Position Description and *The Manual of the New Castle Presbytery*. An average work week will consist of thirty-five (35) hours with flexible, additional working hours expected during peak demand periods. Vacation or other paid time off will be determined according to *The Manual of New Castle Presbytery* the Administrator/Assistant Stated Clerk's position requires attendance at the NCP office during regular business hours except as otherwise negotiated with the Connectional Presbyter and participation in all training mandated by NCP.

Compensation and Benefits: Salary will be commensurate with experience as negotiated with the Connectional Presbyter and subsequently the Committee on Leadership and paid in accordance with NCP's customary payroll practices. This position includes employer-provided insurance offered through the PC(USA) Board of Pensions as negotiated with employment terms.

Separation Policy and Process: Either party may terminate the Administrator/Assistant Stated Clerk's employment upon thirty (30) days' written notice to the other. In addition, NCP may terminate the Administrator/Assistant Stated Clerk's employment for cause, at any time, with or without notice to the Administrator/Assistant Stated Clerk.

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