

Presbyterian Church (U.S.A.)  
San Gabriel Presbytery

**Stated Clerk for Judicial Process**  
(on-call, hourly position)

**Purpose:** To further the mission of Jesus Christ through the Presbytery of San Gabriel by facilitating the judicial process for which the Presbytery has jurisdiction, consistent with the Constitution of the PC(U.S.A.).

**Responsibilities:**

1. Fulfill the responsibilities concerning disciplinary cases as outlined in the Rules of Discipline in the Book of Order.
2. Respond to inquiries on the Presbyterian judicial process with prompt, accurate, and well-researched information that is sensitive to the needs and priorities of our diverse Presbytery membership, as requested by Presbytery staff and leaders.
3. Provide training to investigating committees and the Presbytery Permanent Judicial Commission as required.
4. Report on decisions made by the Presbytery Permanent Judicial Commission as required.

**Accountability:** The Stated Clerk is accountable to the Presbytery through the Personnel Committee, and works collaboratively with the Stated Clerk for Administration and the Executive Presbyter. Annual reviews will be conducted.

**Terms:** The Stated Clerk for Judicial Process is normally elected for a three-year term beginning in May, and the term may be renewed. The Stated Clerk for Judicial Process will be paid on an hourly basis, based on hours reported to the Presbytery through the Executive Presbyter for work conducted that pertains to this job description.