The Stated Clerk search team was formed by the request of the Presbytery at its January meeting. Elected at the March presbytery meeting, we were comprised of two Ruling Elders, and three Teaching Elders (two of whom had been Session Clerks of their churches, and another who had served recently as Moderator of the Presbytery). The purpose of the team was to find an individual whose gifts and skills would benefit the work of the Presbytery.

The Presbytery staffing structure has been changed to allow for the Stated Clerk to act in more relational, as opposed to regulatory ways. As the team discussed what this meant, it became clear that we were looking for someone who would be proactive in nature as well as creative in finding new ways to build relationships – even through the mandated tasks of Annual Reports and Session minutes.

We also understood that this position embodied both the fiduciary aspects of the former Stated Clerk position as well those tasks that had been assigned to an Administrative assistant. Therefore we needed someone who was computer savvy and able to be fully present for the 30 hours this position offered.

We began meeting the end of March, and met four times prior to interviewing candidates. Our process was to:

- Develop a job description based on the guidance provided by the Presbytery
- Plan on how to best advertise this new position
- Develop supplemental questions for applicants that met a baseline for qualification
- Develop interview questions
- Contact references provided
- Invite the top three candidates for interviews
- Contact secondary references (as agreed to by the candidates)
- Determine if there was a top candidate for the position and offer the position to that individual.

Throughout the process, we prayed, listened closely to one another and sought the guidance of the Spirit.

From the pool of five candidates, we chose three to interview, two of whom were currently serving as Stated Clerks of presbyteries (including our current Stated Clerk). We reached our conclusion unanimously.

Karen Chamis, Susie Krevenko, Claudia Heffner, Alice Gillman, Amaury Tañón-Santos
Charles Baier, ex-officio
Jeremy Campbell is a member of the First Presbyterian Church of Metuchen. A graduate of Moravian College and Moravian Theological Seminary in Bethlehem, PA, Jeremy is a Ruling Elder and a candidate for the Ministry of Word and Sacrament. Currently Jeremy works for Mid Atlantic Rehabilitation Services in Bethlehem PA as an Addictions Counselor. He has served the Metuchen Church as a deacon and ruling elder as well as a Sunday School teacher and interim youth director. He also served as seminary intern at First Presbyterian Church of Roselle and First Presbyterian Church of Allentown (PA). He chairs the Bills & Overtures Committee of the presbytery and serves on the Administrative Commission working with First Church, Elizabeth.

Jeremy believes that good polity is good pastoral care. He loves to learn. He asks good questions. He is an excellent listener and creative participant in group process. He brings strong skills with technology. He has a heart for the church and exhibits spiritual leadership. His spirit of hospitality and transparency invite trust and collaboration.

Jeremy will bring intelligence and sensitivity to the Stated Clerk position. He is intellectually curious, well informed and a voracious reader. He is well versed in Presbyterian polity and Reformed theology. He has deep passion for our polity and an ability to balance ardor and order. He thinks and speaks highly of the PCUSA.

As the presbytery continues to move from ‘regulatory to relational,’ Jeremy’s gifts and competencies will help us develop our role as ministry partner and supportive resource to congregations. He is personable and affable – organized and thoughtful. He’s a team player who gets along well with others. He’s an idea person who is creative and interested in improving systems.
From his service as an elder in the Metuchen Church Jeremy brings experience working with groups of people to develop new policies and procedures. He knows how to attend to the many parts of a complex project while helping people stay connected to one another and the work. He sees the ‘project’ of working with others to revise the presbytery’s by-laws and operations manual as a great way to get up to speed on the people and procedures of the presbytery.

From his experience as an addictions counselor, Jeremy brings expertise to systems work and conflict resolution. He has learned to be a non-anxious presence whose skills and experience create safe space for emotions and new processes to be worked through. He finds that taking an approach that “assumes no malice and seeks to hold others with unconditional positive regard” is helpful in building relationships of trust, a prerequisite for support or accountability to be possible.

To the development of a new role for the Stated Clerk, whether with Session clerks, presbytery teams, or in diverse congregational settings, Jeremy will engage people and polity to invite new ways of collaboration. Jeremy brings leadership capacities that include organization and planning. He is a careful listener who values learning with and through those with whom we disagree.

By a unanimous vote, the Search team found Jeremy Campbell to be uniquely qualified for the newly created model for the office of the Stated Clerk captured by the words used to describe the position:

As Elizabeth Presbytery moves from ‘regulatory' to ‘relational,'
we’re looking for a Stated Clerk who will bring creativity and flexibility
to the implementation of our polity.
As we re-purpose the presbytery to strengthen congregational mission,
we want governance that’s life-giving.
As we experiment and learn, imagine and innovate
in order to cultivate healthy congregations focused on discipleship and mission,
we seek a Stated Clerk who will help us discern
how our policies and processes may serve this mission,
in addition to keeping our records in order.
At a time of high anxiety and conflict in congregations,
mid councils and throughout the PCUSA,
we seek someone whose passion for people as well as polity
builds relationships of support, accountability and trust,
in service to our witness to Jesus Christ.
Jeremy Campbell - Statement of Faith

In the beginning was God. I believe in God. God is the source and creator of all that is. God is neither male nor female and is beyond all human imagining and metaphors. Nevertheless, we try to describe God and must be careful not to limit God by our choices of language and metaphor. The God in which I believe is one God, yet within God’s oneness are three persons equal in power and glory yet united completely in will. Through the unity of will all three of the persons are actively involved in all actions of God. Traditionally, the language of Father, Son and Spirit have been used to describe the three persons of the one God.

I believe that God, who in God’s self is relationship, created us in God’s image, and therefore desires relationship for us and with us. Through sin our relationships become damaged. God sent prophets to call us back in to relationship, yet we strayed farther chasing our own self-image, rather than the image of God who created us.

Throughout our human history we have used language, music, poetry, and art to share what we have learned about God, and the myriad ways in which we experienced God. Through Psalms, songs, pictures, books and sermons we have learned about God through each others experiences. God also gave us the gifts of the sacraments, Baptism and Communion, to welcome us into the mystery of God and to nurture, strengthen and transform us.

I believe that in the fullness of time God came to us in the form of Jesus. I believe was fully God while also fully human. Jesus came that we might know God personally in the relational sense that was God’s intention from before creation. Jesus taught us not only how to love God, but also how to love one another. In Jesus, God became subject to the flawed relationships, temptations and structures, which pull us away from God, to sin. Yet, Jesus remained perfectly united in will with God, sin free. In Jesus’ dying and raising, God shattered the constraints of our flawed systems that we might also with the Spirit’s prompting unite our will with God’s, and in doing so find true life.

I believe that God sent us God’s Spirit to uphold us, and help us discern God’s will for us. God also gave us the Church to help us discern God’s will for us in community. The Church creates communities of faith on earth which anticipate the coming community of God in which all will be perfectly united with God in will and all relationships will reflect God’s inner relationship, which is God’s desire for us. The Church is also a visible and practical representation of God in this world. It invites people into relationship with God, evangelism, and shows God’s love to the world in practical ways, mission. The Church is charged with creating proleptic hope, showing that genuine type of community which is possible. Through its mission work and fellowship the Church transforms both the lives of individual church members, as well as the communities in which they live and minister. Evangelism is another charge of the church which naturally flows from the creation of such communities. As Brian McLaren has said “Belonging precedes believing and becoming.” When people feel welcomed unconditionally they can become integrated into the community.
I believe that through the Spirit’s illumination God allows us to see God’s Truth in the Bible, a unique and authoritative witness to God’s history with God’s creation, and God’s desire for that creation. When Scripture is faithfully proclaimed in the Church it becomes God’s living Word for us, consisting, among other ways, in our call into relationships reflective of the perfect relationship within God. The Word truly proclaimed and heard and the sacraments rightly administered and received are central to God’s engagement with us, inviting us to meet God in worship and be transformed in meaningful ways to become partners with God in the work of mission and evangelism. The Church through proclamation of the Word and administration of the sacraments serves as a guidepost and lamp which allows us to see, and invites us follow God’s will for us.

I believe Jesus’ death and resurrection foreshadows our own death and coming physical and spiritual unity with God. In the end God will be. To God be all glory and honor, now and forever, Amen.
The Stated Clerk of the Presbytery of Elizabeth
Position Description

Responsible for Essential Functions of the Presbytery, as outlined by the Book of Order:

- Record the transactions of the presbytery; maintain its rolls of membership and attendance; maintain any required registers of the presbytery, preserve its records, and furnish extracts from them when required by another council of the church. (G-3.0104, 3.0305)
- Serve as parliamentarian and official correspondent of the presbytery.
- Prepare reports required by Presbytery, Synod, and General Assembly.
- Assist with processing calls, covenants, dissolutions, and transfers; produce ministerial identification cards on an annual basis.
- Annually, bring to the attention of the presbytery any imbalance between the number of minister members and elder commissioners. (G-3.0301)
- Train, orient, and advise the presbytery’s Permanent Judicial Commission, Investigating Committees, and Administrative Commissions. Provide for a record and reporting of proceedings in judicial processes. (D-11.0600; D-11.0700)
- Advise and consult with congregations, pastors, and presbyters on ecclesiastical, procedural, administrative and polity matters, modeling commitment to the flexibility afforded by the Form of Government and to principles of openness, fairness and inclusion.
- Provide for the annual review of Session records; provide training for Clerks of Session. (G-3.0108)

Other Responsibilities, as Identified by the Presbytery:

- Serve as a resource to the chairpersons and members of the Committee on Ministry, the Committee on Preparation for Ministry, and the Cabinet; Take and distribute Cabinet minutes.
- With the Transitional Leader and Chair of Cabinet, prepare presbytery docket and related materials for Stated Meetings.
- In consultation with the Cabinet, identify potential sites for presbytery meetings; serve as liaison between the presbytery and the churches hosting the meetings.
• Develop a relationship with relevant staff at the Board of Pensions and help direct inquiries on behalf of congregations.
• Provide administrative assistance for Ordination and Installation services.
• Serve as staff resource to the Bills and Overtures committee of the presbytery.
• Guide the process of updating and maintaining the presbytery’s Manual of Administrative Operations to bring it into alignment with the requirements of the Form of Government, while maintaining sufficient flexibility and clarity to allow the presbytery’s nimble response to changing realities.
• Participate in meetings of Presbytery staff.
• Attend the annual Fall Polity Conference and meeting of the Association of Stated Clerks.

Core Competencies

• Is committed to Jesus Christ, informed by the Scriptures and guided by the Book of Confessions and the Book of Order of the PCUSA.
• Demonstrates theological competence.
• Exhibits knowledge and application of processes, procedures, relationships, and policies of the Presbyterian Church (USA).
• Displays competence with the interpretation and application of the judicial processes described by the Rules of Discipline in the constitution of the PCUSA.
• Demonstrates non-anxious leadership, evidenced by strong interpersonal skills and organizational acumen in a sometimes chaotic environment.
• Brings strong conflict resolution skills and experience.
• Shows sensitivity to conflict-of-interest issues and helps to raise awareness, when necessary, in meetings of the Presbytery and its Cabinet and Committees.
• Exhibits capacity as a team player with a collaborative, flexible spirit and who inspires a collegial relationship with the presbytery staff, cabinet, committees, and congregations.
• Is detail-oriented and efficient in managing multiple tasks; discreet with confidential information.
• Communicates effectively (oral and written) utilizing electronic and non-electronic forms.

Accountability: The Stated Clerk reports to Presbytery, and is accountable through the Cabinet and its Personnel Committee for ecclesiastical, procedural, and parliamentary matters, and to the Head of Staff for coordinating administrative and staff matters.

Status: Hours 30 per week

FLSA: Exempt