



## THE PRESBYTERY CLOT (I MEAN, CLERK)

Many will know that I have taken over from Ian Black as the Clerk to the Presbytery of Falkirk. Some have a vague idea of what that means, as I did when I started. It is a vast job though and I have discovered the true meaning of the adage, 'Where angels fear to tread, fools rush in.'. Anyway, having rushed in, what has this fool discovered?

### **The Clerk:**

1. Is the 'Secretary' to the Presbytery and its chief official;
2. Ensures that the venue of Presbytery meetings is up to snuff;
3. Conducts pre-Presbytery meetings with the Moderator and Convener of the Business Committee to ensure the smooth running of Presbytery meetings;
4. Keeps the minutes of all Presbytery meetings (that includes Ordinary meetings, Meetings to Ordain and/or Induct ministers/readers/deacons and other special meetings of Presbytery);
5. Ensures that Presbytery has all the documents it needs for the good conduct of its business including Reports, Agenda and Intimations;
6. Keeps all the correspondence and issues correspondence on behalf of the Presbytery;
7. Ensures that the decisions made by Presbytery are communicated to the various bodies of the Church;
8. Prepares the Year Book of all Presbytery members (that's 150 people) and distributes it;
9. Co-ordinates the membership of the Committees of Presbytery (there are 14 Committees);
10. Distributes, receives, collates and communicates various documents from Congregations and/or the Church;
11. Maintains Data Protection returns;
12. Co-ordinates the nomination and appointment of Commissioners to the General Assembly each year;
13. Attends meetings of and produces minutes for the Business Committee of Presbytery;
14. Oversees all matters to do with discipline;
15. Is ex-officio member of the Pastoral Care Committee;
16. Gets to go to the Clerk's Conference every year, meet the Moderator of the General Assembly twice annually and go to General Assembly;
17. Liaise with the Church offices and with Congregational Office Bearers; and
18. Have a vague idea of the workings of the Church of Scotland and its laws.

I am sure that there is something that I have forgotten, but that will do for the meantime. I don't do it all on my own. There are people who do a tremendous amount of the work and I get to delegate (oh, the power).

For all of the work, on top of a busy parish ministry, I am enjoying the challenge. It has certainly enabled me to understand a great deal more of the Church of Scotland and the manner in which it functions. I also regularly deal with some of the most talented, humorous and exceptional people I have ever had the privilege of meeting. I am also seeing, in the role, opportunities for the Presbytery to make a great difference to the churches of the Presbytery, which may, God willing, help the churches to grow in confidence, faith and membership.

*Jerome*

There is good to be done in the place God has placed you  
And His Grace is your sufficiency to see it accomplished.

*Roy Lessin*

