

The Presbytery Secretary

Presbytery of Calgary-Macleod

This position supports the Clerk in preparation of presbytery meeting dockets and minutes. It involves:

- Compiling, formatting and proof-reading reports submitted for the presbytery meetings
- Preparing working minutes for the Clerk and Moderator's use at presbytery meetings
- Taking minutes at presbytery meetings and preparing them for the Clerk, as set out in the Presbytery Standing Orders
- Other duties may include coordination with Standing Committees

Qualifications:

- Strong understanding of the PCC Writer's Style Guide
- Strong working knowledge of Word
- Strong proof-reading skills

The position is part-time, requiring approximately five to 10 hours a month. It is for a one-year term, reconfirmed every May. Rate of pay will be commensurate with experience.

The Presbytery Secretary is responsible to presbytery through the Presbytery Care and Resource Committee.

If you are interested or would like more information, please contact sandracameronevans@gmail.com.