

Clerk

Basic Duties:

1. Keep an accurate record (minutes) of all regular and special business meetings and transactions made and approved by the church.
2. Present the minutes of prior meetings(s) at each business meeting for church approval.
3. Provide clerical assistance during the invitation period of the worship services for new members, re-dedications and other decisions.
4. Maintain an accurate record of the church membership, including the dates of admission, termination and method of joining the church, as well as baptismal records.
5. Correspond with other churches for membership changes.
6. Preserve records for church history.
7. Prepare the Annual Church Profile.
8. Assist in preparation of the agenda for business meeting(s).
9. Work with church officers and trustees in preparation of legal documents.