Sample Job Description\*

**CHURCH CLERK**

*Principal Function*: The church clerk is responsible for recording, processing, and maintaining accurate records of all church business meeting transactions. The clerk is also responsible for all official church membership records and communications. (Some responsibilities may be assigned to church staff members.)

**Duties**

1. Assist in preparation of the agenda for church business meeting(s).
2. Keep an accurate record (in the form of minutes) of all business transactions made an approved in church business meetings.
3. Present the minutes of the prior meeting(s) at each business meeting for official church approval.
4. Provide clerical assistance during the invitation period of the worship services for new members, rededications, and other decisions.
5. Maintain accurate member records. This includes: (a) adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer, inactivity, or death; (b) correcting records for change of address or phone number; and (c) sending a memo as needed to all church personnel keeping separate records to avoid incorrect information.
6. Request letters by transfer from other churches for new members, forward letters to other churches requested by members, and notify persons when their names are removed from the church roll for any reason other than transfer of membership by letter.
7. Prepare and mail all official church correspondence.
8. Preserve records for present and future use.
9. Prepare the annual reports, submit for church approval, and send to appropriate offices.

**Relationships**

1. Work with the moderator in preparation of agenda before meetings and in preparation of minutes after meetings. (It may be necessary at times to consult with appropriate church staff members, program leaders, committee chairpersons, deacons, and others to be sure that the working on the minutes is correct as given in the business meetings to avoid confusion either in the next business meeting or at later dates.
2. Work with the church secretary in getting the minutes prepared for distribution to the members in the next business meeting. (A typed copy of the business meeting minutes should be sent to the church staff members and moderator no later than one week following a business session.
3. Serve as resource person to the church historian and/or history committee as requested. (If the church does not have a history committee, the church clerk should be the church’s designated historian.)
4. Provide statistical information on the church membership as requested.
5. Work with appropriate church staff members in handling official correspondence with other organizations/churches.
6. Work with the trustees in preparation of legal documents.
7. Work with various staff members, church programs leaders, and committee chairpersons in preparing the annual church report.
8. Give necessary information about new members to the church office, to the person in charge of new member orientation, and to program leaders so the new members can be enlisted in appropriate programs.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*