

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 such as moving of membership letter, requests for membership, etc.
6. Preserve records (minutes, membership, dedications, etc.) for church history.
7. Prepare the Annual Church Profile each year.
8. Assist in preparation of the agenda for business meeting(s).
9. Work with church officers and trustees in preparation of legal documents.
10. **Keep at least two digital copies of all records (if possible) and make sure to keep one of the two off-site. One way to digitize certain records that are only in paper form is to snap photos of the pages and store the digitized images with the other digital files.