**PRESBYTERY OF MINNESOTA VALLEYS**

**RECORDING CLERK**

1. **PURPOSE**

Serve as the official minute taker at all Presbytery meetings, both Stated and special

1. **ACCOUNTABILITY**

Accountable to the Stated Clerk

1. **RESPONSIBILITIES**
2. Take minutes at every (Stated and special) Presbytery meeting
3. Prior to a Presbytery meeting:
	1. Consult with the Stated Clerk
	2. Become familiar with all materials for the Presbytery meeting
	3. Develop a template for the minutes
4. After the Presbytery meeting:
	1. Finish the minutes and submit to the Stated Clerk within fourteen (14) days of the meeting.
5. **TIME COMMITMENT**

The position will require (10) hours per meeting including time spent at the meeting as well as time preparing ahead of time as time spent after the meeting.

1. **QUALIFICATIONS**

This person must be familiar with minute taking according to Robert’s Rule of Order.

1. **REVIEW AND EVALUATION**

This person is appointed on an annual basis by the Stated Clerk through the Commission on Presbytery Operations; either party can dissolve the appointment with a thirty (30) day notice.

1. **RENUMERATION**

This person will be paid $150/meeting as well as mileage at the IRS rate. There is a laptop available for use at the Presbytery meetings.

December, 2015