



## **Position Description – Clerk/Secretary**

**TITLE:** Clerk/Secretary

**PURPOSE:** The Clerk/Secretary is responsible for maintaining records of the Church Council or the Governing body of the church and of the meetings of the Congregation.

**SERVING RELATIONSHIP:**

The Church Clerk is accountable to the Congregation to maintain the minutes and records of the Church Council and the meetings of the congregation. The church Clerk is part of the officer team along with Moderator, Vice Moderator and Treasurer, who along with the Senior Pastor share in leadership, ensuring the health and well-being of the congregation and upholding the church's vision and mission as its guiding directives.

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**SPECIFIC ROLES & RESPONSIBILITIES:**

**Secretary/Clerk:**

- ◆ Attends all Church Council meetings as a voting member and takes accurate minutes.
- ◆ Attends all congregational meetings and takes accurate minutes.
- ◆ Makes Council and Congregational meeting minutes available to the congregation.
- ◆ Is responsible for correspondence of the Church Council.
- ◆ Is responsible for the Church By-Laws and Constitution, making sure that all changes and amendments are properly recorded between revisions/reprints.
- ◆ In some congregations the Clerk also is the keeper of membership data:
  - Maintains an accurate church membership data, including transfers of membership, etc.
  - Validates and confirms membership and voting "rights," as well as quorum requirements for each voting session.
  - Maintaining new members list and data.
  - Maintains an accurate record of all baptisms, confirmations, marriages and deaths.
  - Prepares Annual membership reports and reports to denomination.
- ◆ In the absence of the Moderator and Vice Moderator, would call the governing body to order.

**WHAT THE CLERK/SECRETARY IS NOT AND DOES NOT DO:**

- ◆ Keeps contribution records.
- ◆ Dismisses, transfers or drops any church member from the roles without a decision from appropriate body.
- ◆ Serve in a dual role as Treasurer or Moderator.