

# Church Clerk

## Principal Function

The Church Clerk shall be responsible for recording and processing all records of church business meetings. The Clerk will be responsible for all official church communications. Some responsibilities may be assigned to church staff members.

## Duties and Responsibilities

1. Record minutes of church business meetings. The clerk or his assistant must be present in all regular and special church meetings to record what happens. In regular meetings he records information on applicants for church membership and other decisions of those attending. In church business meetings he records all actions voted by the church and follows through on necessary correspondence related to the actions. Minutes of a meeting may be made in pencil or ink on numbered pages or in a bound notebook. Minutes are not to be entered in the permanent record book until they have been approved by the church. Such approval is usually the first order of business of the next meeting. As soon as possible after the meeting the clerk should send copies of the minutes to the pastor and the moderator (if different). When possible, it is preferred that minutes be typed in a final form and files in a loose-leaf binder that later may be permanently bound. When minutes are recorded in a bound ledger, it is necessary for the writing to be clear and legible. It is important to get the exact wording of a motion. If the clerk is in doubt, he should ask to have the motion repeated while he writes it down word for word. It is preferable to have the person making the motion to have it in writing and hand it to the clerk.
2. Preserve records for present and future use. The Clerk is responsible for gathering and maintaining correct records for the church. In addition to the keeping of minutes of business meetings, the Clerk will be responsible for the processing of members' records. He will assist the pastor in the worship service by helping new members complete their "application for membership" records. He will prepare and file the members' records in the master file and the chronological membership record. He will maintain all records related to church members, such as deaths, marriage, and dismissals. He is custodian

of records of former years, of church legal documents, such as deeds, titles of property, charter, and seal. Copies of all documents should be kept in a safe place in the church. Original legal documents should be placed in a safe or in a safety deposit box.

3. Correspond with other churches and church members. The Clerk is the church official responsible for correspondence related to the church. Examples of correspondence are requesting and forwarding of letters of membership to other churches; notifying members, officers, and other persons of church actions in which they are involved; providing copies of church records related to legal matters.
  
4. Provide information for church historical purposes. The Clerk will work with the History Committee or Church Historian by providing highlights of the church's activities. If a church does not have a committee or an elected historian, the church clerk will be responsible for maintaining historical information. Items that may be included are total budget, total church membership, enrollment, new members by baptism and letter, names of pastor and other church leaders, and outstanding events, such as addition of new staff members, start or completion of new buildings, remodeling of buildings, and anniversaries.
  
5. Prepare the Annual Church Profile to the Association. The clerk will gather information and compile the Annual Profile to the Association. He will present the profile information to the church for approval and forward copies to the designated offices.
  
6. **Additional Tips:**
  - .Do not record lost motions unless so ordered by the congregation.
  - .Use blue or black ink for records written in longhand (no pencil or colored inks). .Leave wide margins for brief reference notes.
  - Number or put in separate paragraph each separate item.
  - .Keep a current copy of the Constitution/Articles of Incorporation and Bylaws and a copy of the Church Charter in the minute's book.