

Church Clerk

Principle Function:

The church clerk is responsible to the pastor for maintaining thorough and complete records of the church's business by recording minutes and preserving records.

Regular Duties:

1. Record minutes of church business meetings. When keeping minutes, the church clerk should:
 - a. Record the motions with exact wording. The church clerk should request that persons making motions put them in writing. If this is not possible, the clerk should repeat the motion after it has been presented and before the motion is seconded or voted on.
 - b. Record only necessary items of discussion. No attempt should be made to include every statement presented in discussion.
 - c. Always record the name of the person making the motion. Should future questions arise concerning the intent or wording of a motion, knowing who made the motion can help clarify any questions.
 - d. Do not editorialize (give an opinion concerning the motion or discussion) in the minutes. The church clerk records only the actual motion, the actual transaction of business, or what the moderator instructs. This procedure is important because these minutes become the legal documents supporting the action of the church.
2. Maintain church records. Unless assigned to the church secretary, the church clerk should maintain church membership records and records of church business meeting minutes. Well-kept records are the best protection against injurious law suits and also provide orientation for new staff and church leaders.
3. Correspond with other churches for membership changes. Unless assigned to the church secretary, the church clerk is responsible for requesting and forwarding letters of membership to other churches.
4. Provide records for church history. The church clerk should work with the history committee to ensure they have the proper information for historical purposes. The following items should be kept for historical purposes: budgets; outstanding events; a record of new staff members; and a record of special events, such as remodeling, anniversaries, and celebration of centennials.
5. Prepare the Annual Church Profile. Unless assigned to the church secretary, the church clerk should prepare the Annual Church Profile and send it to the association or state convention.