

Ainsworth United Church of Christ

CHURCH CLERK/RECORDER

Position Description

2 year term

(2016)

The Church Clerk is one of the four officers of the church. The job duties are as follows:

1. Attend all monthly Council meetings and any executive committee meetings.
2. Take minutes at all Council meetings, type them, have someone else such as the Pastor review them for accuracy, post a copy (stamped draft) in the church narthex (including all attachments and with the Pastor's monthly report posted separately above), send out copies of the minutes to all Council members and the church office by e-mail. Several days before the next Council meeting, send out copies of the minutes to all Council members by e-mail once again. All of these activities should be performed in a timely manner.
3. Attend all Congregational Meetings and take minutes at these meetings. Type up minutes, have someone else such as the Pastor review them for accuracy, post a copy (stamped draft) in the church narthex (including all attachments) and send them to church office to be distributed to membership in a timely manner.
4. Attend annual Leadership Retreat.
5. Verify the maintenance of a computer-based up-to-date Church Membership List.
6. Maintain the Church Records Book of births, deaths, baptisms, joining the church, leaving the church, confirmations.
7. Complete an Annual Membership Report in early January for the previous year that documents those items listed in #4 above.
8. Function as one of the signers on certain designated bank accounts.
9. May sign legal documents pertaining to church business.