

Role, Responsibilities, and Expectations Template

Role: Church Clerk

Taking minutes is important for at least two reasons:

1. They are the official record of the ecclesia's actions and state law requires an official record of the proceedings.
2. Properly recorded minutes should eliminate confusion and disagreement about what occurred at a meeting.

Note: Meeting Minutes don't need to be a transcript. If that amount of detail is warranted, record the meeting.

Responsibilities and Expectations

Responsibilities	
Record minutes at all member meetings and any church council meetings	Send minutes to Senior Pastor, Elder Chair, and Staff Administrator
Capability-based Expectations and Comparative Advantage Contributions	
<ul style="list-style-type: none">○ Document the date, time and number of members present and if that number meets the requirements for a quorum○ Accurately capture pertinent information such as what decisions were affirmed/approved by the members and the results of any discussion.○ Format the information so that all action items contain a concise description of what must be done, who is responsible to ensure the action item is done, and the expected completion date.○ Distribute the minutes within two weeks of the meeting date○ Verify that meeting minutes are uploaded to an MEBC Drop box and retained in accordance with state records retention policies.	