
Church Clerk**Aversboro Road Baptist Church Mission Statement:**

To proclaim the gospel of Jesus Christ and to minister to the needs of our Congregation, the Community, and the World, through the leadership of the Holy Spirit.

General Purpose of the Position:

The church clerk is responsible for recording, processing, and maintaining accurate records of all church business meeting transactions. The clerk is also responsible for all official membership records and communications. Church clerk responsibilities listed herein are in accordance with current church Bylaws although some responsibilities may be assigned to church staff.

Term of Office:

Elected annually upon recommendation of the Nominating Committee. Church Clerk is eligible for nomination for re-election. Term of office begins in January.

Duties:

1. To be in attendance, or adequately represented, at all church business meetings and conferences. Determine if quorum is present.
2. Assist in preparation of the agenda for church business meetings.
3. Keep an accurate record of all business transactions made and approved in church business meetings.
4. Present the minutes of the prior meeting(s) for official church approval at each business meeting.
5. Ensure that the Annual Church Profile is prepared and properly sent to the Association office.
6. Make sure information is provided to appropriate parties so that officers, committee members, messengers, etc., are notified of their election or appointment.
7. Provide authorized letters of demission information to the church office so letters may be issued.
8. Preserve all permanent papers, records, letters, and other valuable documentation belonging to the church. When this responsibility is assigned to the church office, periodically follow-up to ascertain that the records preservation requirement is met.
9. Provide member information following church approval to the church office so that accurate member records may be maintained and required administrative actions performed.
10. Serve as a member of the Church Council in accordance with the Bylaws.