

13 — Clerk

Mayflower Church Position Description | **13 — Clerk**

Governance Position

Role Summary

Purpose	Serve as the official record-keeper of the Church, maintaining accurate and complete records of all business proceedings, membership, and official communications.
Accountable To	Congregation and Board of Elders
Term of Service	3 years; minimum biannual meetings
Selection Process	Nominated by Nominating Team, elected by Church Members
Time Commitment	5-10 hours/month

Qualifications

Church Member in good standing with strong organizational and written communication skills.

Key Responsibilities

- Maintain a complete record of all business meetings of the Church, which will be read for approval at the next regular business meeting
- Keep a register of the names of all Members, with dates of admission, dismissal, or death, together with a record of baptisms and marriages
- Notify all Officers, Members of Boards, and delegates of their election or appointment
- With the Board of Elders, issue letters of dismissal and recommendation
- Preserve on file all official written communications, contracts, and written official reports
- Administer a records management policy and manage the Church archives
- Give legal notice of all meetings when such notice is necessary as indicated in the Bylaws
- In the absence of the Pastor, call Boards together for the purpose of organization

- In the absence of the Moderator at a business meeting, call the meeting to order and preside until the election of a Moderator pro tem
- Keep the Mayflower Constitution and Bylaws of the Church up to date
- Maintain or delegate maintenance of the Church's historical records

Training & Support

Records management resources, parliamentary procedure overview, archival best practices

A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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