

## Membership Clerk Job Description

1. Keep and maintain accurate records of all members of the Georgetown Christian Reformed Church.
2. Provide the minister, any Council member or group leader reports of age, status or anniversaries, as requested.
3. Transfer and receive any members on instruction from Council.
4. Prepare information for the Yearbook Membership as of August 31 of the previous year.
5. Once a year, provide the Church secretary with an updated list of the membership.

Nov. 2021