

Recording Clerk – Job Description

Together with the Chairperson of Council, prepare the Council Executive meeting agenda.

Together with the Council Executive, prepare the agendas for Full Council and Pastoral Council meetings.

Attend Council Executive, Pastoral Council, Full Council and Congregational meetings and record minutes of those meetings.

Together with the Office Administrator, distribute all Council meeting minutes, committee meeting minutes and necessary correspondence to the Council members.

Facilitate membership transfers, approval through Council, information passed on to the GCRC Treasurer and GCRC Membership Clerk.

Maintain record of meetings – all to be kept at the church in a secure location.

Keep flow of information within council and to the congregation.

Possible addition duties:

Coordinate with Sunday Service Scheduler to maintain Elder/Deacon Sunday Service Schedule.

Together with Pastoral Council and in co-ordination with Treasurer/Membership Clerk, maintain District Lists.

Co-ordinate with Worship Committee and Office Administrator to maintain GCRC Worship Schedule.

Provide updated website information relating to Council to Office Administrator.

Qualifications:

Proficient at recording accurate minutes of meetings in a consistent format

Be organized, detail-oriented, reliable, and timely with minutes.

Have computer skills.

Be available to attend evening meetings.

Tools Needed:

Church e-mail address

Access to church computer.

Key to the church & church office.

Apr. 2022