

# North England Conference of the Seventh-day Adventist Church

## Job Description, 2024

Position: Church Clerk

### Purpose and Vision:

As envisioned by Ephesians 1:22 and 2:10, the Church Clerk plays a pivotal role in fostering a community bonded by a shared purpose and growth in faith. This position is central to nurturing a saving relationship with God and fostering community among believers. The Church Clerk acts as a steward of the church's administrative records, ensuring the community's operations align with its spiritual mission. By facilitating the church's service to both its members and the wider world, the Clerk supports the embodiment of Christ's love and service.

### Key Responsibilities:

#### **1. Administrative Support for Meetings:**

- Act as the primary administrative support for Church Board and business meetings, ensuring detailed records of discussions, decisions, and reports are accurately documented and preserved. The role requires overseeing that these tasks are executed with diligence, making the records accessible to church members and denominational officials.

#### **2. Membership Management:**

- Manage the church's membership database, overseeing the inclusion and removal of members as decided by the congregation at Business Meeting. This includes managing ACMS for membership transfers, issuing baptismal and profession of faith certificates, and monitoring attendance in collaboration with Sabbath School leaders. The Clerk should proactively engage with members, especially those relocating, to assist in their transition to new church communities.

#### **3. Record Keeping:**

- Maintain records of all church activities, including business and board meeting minutes, officer lists, and membership rolls. These records are crucial for internal use and must be shared with new pastors and church board members to facilitate their roles. Additionally, this information contributes to the local conference office's statistical reporting.

#### **4. Committee Coordination:**

- Document and track all committee appointments, providing committee chairs with member lists and objectives to guide their activities. This role ensures smooth operation and clarity in committee functions.

## Spiritual Gifts and Skills:

**Assistance:** Offering invaluable support through managing information and resources, aiding in the church's operational and spiritual mission.

**Vigour:** Demonstrating enthusiasm and dedication in service, fulfilling tasks efficiently and with zeal.

**Organisation:** Exhibiting exceptional skills in organising records, ensuring accuracy, and timely submission of reports.

## Time Commitment:

This role demands an estimated commitment of one to two hours weekly, acknowledging that certain periods may require additional time based on the church's activities and needs.

By embracing these responsibilities, the Church Clerk plays a crucial role in the spiritual life and administrative efficiency of the church, aiding in the fulfilment of its mission to serve as Christ's body in the world.