

**[Church Name]**  
**Church Clerk Job Description (Sample)**

**Job Title:** Church Auxiliary  
**Reports To:** Senior Auxiliary Leader  
**Position Status:** Full-Time/Part Time

**Purpose:**

The Church Auxiliary acts as secondary bodies of the church and are essentially associations within the larger church organization. They serve for administrative support and organizational management. The main goals of the auxiliary are to assist in ensuring the viability of the church as well as to give members an opportunity to offer their service and leadership.

**Responsibilities:**

- **Interpret Church Administrative Policies** – Church auxiliaries support the administrative policies of the church and provide interpretation of these policies through outreach activities and the distribution of literature.
- **Carry Out Administrative Tasks** – Members of auxiliaries provide administrative support for the church. The administrative tasks include collection and accounting of church offerings and/or answering the phone.
- **Encourage and Track Church Membership** – Churches are membership driven which financially support the church with the traditional dues of tithes and offerings. These auxiliaries encourage and are dedicated to increasing church membership and that may work to develop church practices that encourage individuals to join the church family.
- **Assist Church in Meeting Goals** – The sole function of these auxiliaries is to help the church realize goals. If the church has a goal of acquiring a new location then the auxiliary would raise money to acquire the location. Members of these auxiliaries often have experience related to the tasks of the group.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature [Church Auxiliary]

Date

Revised: \_\_\_\_\_