

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

**Job Title:** Church Clerk  
**Reports To:** Business Church Administrator  
**Position Status:** Full-Time/Part Time

**Purpose:**

The Church Clerk maintains accurate and timely documentation of all church proceedings, membership and business transactions.

The Church Clerk works closely with the Business Church Administrator for church business and parliamentary procedures, Church Secretary for membership records and the Pastor(s) for ministry needs of the congregation. The Church Clerk may also serve as the recording secretary for the Administrative Business Council.

**Responsibilities:**

- Assisting in the preparation of the agenda for all Church Business Meetings including regular and special called meetings, usually sending proper notice for both according to the Church Bylaws.
- Keeping an accurate record of all business transactions/comments/motions made in a Church Business Conference.
- Reviewing all minutes of the Church Business Conference and provides copies for all attendees. Reads the minutes and accepts corrections.
- Maintaining an accurate church membership roll so that transfers and drops are performed after church vote or notification is made.
- Validating the quorum requirements for each voting session on qualified membership and voting rights of members who meet the church criteria for voting.
- Preparing and mailing all official church correspondence.
- Giving necessary information about new members to the church office, to the person in charge of new member orientation.
- Providing a copy of all church documentation (Bylaws, etc.) to new church members.
- Keeping 1 of 2 master copies of the Bylaws and Policies and Procedures.
- Making sure all changes/amendments are properly recorded between revisions/reprints on manuals.
- Calling the business session to order and electing a temporary moderator to proceed with Church Business in the absence of the Church Moderator.
- Preparing the Annual Church Profile of reports, submitting for church approval and sending the ACP Report to the local association office.
- Preparing all legal documents/contracts including updates to the Articles of Incorporation working with the Trustees.

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

**Church Clerks Should NOT Do:**

- Count money or keep contribution records - this responsibility is for the Church Treasurer and Finance Committee.
- Sign documents and contracts on behalf of the church – this is the responsibility of the Trustees.
- Dismiss, transfer or drop any church member from the role without the church voting on the member.
- Serve in a dual role as Treasurer.
- Serve as the Moderator.

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.

---

Signature [Church Clerk]

Date

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