

# **Clerk Job Description**

## **Qualifications and Gifts:**

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have the ability to work with people of all types
- Able to prepare accurate meeting minutes in a timely manner
- Have an enthusiasm and vitality for this vocation

## **Time Commitment:**

- Vestry meetings
- Vestry retreat (if applicable)
- Annual Meeting

## **Responsibilities:**

- Take notes during vestry meetings and prepare minutes
- Maintain a file of all vestry meeting minutes
- May take minutes for the annual parish meeting
- The secretary's/clerk's ministry should be assessed as a part of the annual mutual ministry review of the entire leadership team of the congregation
- The secretary/clerk may be elected or appointed as provided for by Diocesan, Canon or Parish By-Laws

**Accountability:** A covenant between the secretary, rector, and the vestry should be developed and reviewed annually