

The church is a community of people sharing a common purpose and fellowship. We are continually growing in faith and in the knowledge of Jesus, the Son of God.

We are called to serve and witness in our local churches and to the communities we live in.

When we do this we are sharing Christ's love and the good news of salvation.

The Church Clerk, like other church officers, is a servant of God called to share in and support the activities of the church. God has created us for service.

"For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them."

(Eph. 2:10)

Awareness

The clerk would be better informed by meeting with those in church who hold leadership positions. Get to know people, especially new members and those who are transferring or recently baptized. Encourage them to be involved with the church program and provide a warm welcome. Observe who is not regular or missing and share these names with your pastor and senior elder to follow-up.

Although the clerk deals with statistics, the figures revolve around people with skills and spiritual gifts. Working together as a team will improve the ministry of the church.

Training

The previous church clerk can provide valuable information and training. The Seventh-day Adventist Church Manual is an essential resource that outlines procedures for transferring and record keeping. Your local conference office can also update you on changes and new methods for reporting.



THE MINISTRY OF THE **Church Clerk**

Have you been asked to serve your local church as church clerk? Or perhaps you serve on a church nominating committee and are wondering what a church clerk is expected to do. This guide has been designed to help you understand the role of the clerk within your local church.

The Role of the Church Clerk

The clerk is to familiarise themselves with the method used for reporting and organising records in the local church. Experience working with computers or a willingness to learn the computer is beneficial.

The church clerk is responsible for:

- ensuring that the church's records are maintained and the church's business is documented.
- working with lists, changes, numbers and people.

Specific tasks include:

- Church board/ business meeting minutes. The minutes are to include reports and financial statements. These are then circulated to the pastor and board members. Minutes can be accessed by members and other denominational representatives on request.
- recording changes to the church role, facilitating correspondence, providing certificates for new baptisms or professions of faith, staying in touch with transferring members and encouraging visitation by the church pastor.
- Quarterly reports, church officer forms and session delegation lists sent to the conference.
- Documenting church committees and the tasks planned for completion.

- Compiling a church directory to facilitate friendship in the congregation (this is not an official membership list but all those who attend on a regular basis).

Becoming a Church Clerk

The church clerk is elected by the church nominating committee.

Responsible to

The church clerk works closely with the pastor, church officers and members. He/she reports to the church board and the local conference. Assistant clerks report to the church clerk.

Time Commitment

- This requires a significant amount of time to ensure that records are accurate and information can be quickly accessed when needed.
- The allocation of time will be influenced by the size of the church and if assistants are appointed.



Term of Office:

Two years. This role may continue for consecutive years. However, the clerk is encouraged to teach others the skills that they have learned.

Skills and Spiritual Gifts

God has gifted each of us in a unique way. The following gifts are valuable when considering membership for the church clerk.

- **The gift of helps:** as the keeper of church records is a source of information and a great help in supplying statistics, history and church procedures.
- **Energy:** enables the clerk to be thorough and enthusiastic as they serve God
- **Orderliness:** facilitates a more efficient church life. With busy schedules and a diverse membership, the clerk's work brings order and enhances the way a church functions. If there is no secretary available a clerk conducts most of the church's business.
- **Love:** that is unconditional, without judgment or favouritism is necessary. While it is the gift most desired by all members of the church, love and grace need to be particularly evident in the clerk.

