

**FOURTH BAPTIST CHURCH**  
**POSITION TITLE: ASSISTANT CHURCH CLERK**

**PRINCIPAL FUNCTIONS**

The principal function of the Assistant Church Clerk is to serve God, Jesus Christ, the members of Fourth Baptist Church and God's vision, mission, purpose, and core values for Fourth Baptist Church. The Assistant Clerk will become familiar with the responsibilities of the Church Clerk and will assist the Church Clerk whenever the need arises. In the absence of the Church Clerk, he/she will carry out the duties required of this position. The term of the Assistant Church Clerk is one year. The term of succession shall not be limited.

**QUALIFICATIONS**

- Must be computer literate; must have a working knowledge of Microsoft (Word, Excel, Publisher, PowerPoint, etc.)
- Must have a working knowledge of the content and proper way to record minutes for business meetings as recommended by the latest edition of Robert's Rules of Order.
- Demonstrates excellent verbal and written communication skills.
- Must possess the Spiritual Gifts of Wisdom, Leadership and Administration. (1 Corinthians 12:1-13, 1 Timothy 5:17, 1 Corinthians 12:28)
- Acquire scriptural knowledge and constant growth in spirituality.
- Attend regularly the services of the church.
- Give financially through tithing in keeping with the Biblical principle of carrying out the work and programs of the church (Malachi 3:10).
- Give active support to and promote the church's programs through personal service in cooperation with the pastor, officers, and committees.
- Cultivate and cherish brotherly love for all members of the church and community.
- Abide by the provisions of the Constitution and By-Laws and the Baptist Church Covenant
- Demonstrate knowledge of and support for the church's vision, mission, purpose, and core values and how this ministry position contributes to them.

**DUTIES AND RESPONSIBILITIES**

- Keep a suitable record of all official minutes of the Church; responsible for presenting a record of minutes from the Church meetings.
- Attend all church meetings.
- Keep a register of the names of members, which includes dates of admission, baptism, dismissal, and death, issue Baptism/New Members Certificates.
- Issue letters of dismissal or transfer of members.
- Give notice of all meetings
- Certify to the bank, when needed, the names of any officers who are authorized to:
  - a. Have access to the safety deposit boxes; b. Sign checks for disbursement or transfer of funds.
- Prepare and read Sunday announcements and other celebrations; Give notice of all meetings.
- Reading the acknowledgements at a funeral service.
- Communicate with other Churches where members were once enrolled or which they intend to join.

**STAFF RELATIONSHIP**

The Assistant Church Clerk shall have working relationships with all of Church Officers, Church Staff Members, Committees, Ministry Leaders and members of Fourth Baptist Church to represent the congregation in a fair and trustworthy manner.

