

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

**PRINCIPAL FUNCTIONS**

The principal function of the 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 Church Clerk is responsible for recording, processing and maintaining accurate records of all Church business meeting transactions, and membership records. The term of the Church Clerk is one year. The term of succession shall not be limited.

**QUALIFICATIONS**

- Must be computer literate
- Must have a working knowing 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.
- Demonstrate excellent written and verbal 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 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
- Read the acknowledgements at a funeral service.
- Communicate with other Churches where members were once enrolled or which they intend to join.

**STAFF RELATIONSHIP**

The 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.

