

## ***LOCAL CHURCH OFFICERS AND ORGANIZATIONS: Clerk***

Much of the efficient functioning of the church depends on the work of the clerk. Because of the important and specialized functions of this office, it is wise to choose one who can be elected to a new term of office to provide continuity in record keeping and reporting. Large churches may elect assistant clerks as needed. When the clerk, as secretary, cannot attend a business meeting, the clerk should arrange for an assistant to be present to take the minutes. (See Notes, #5, p. 180.)

**No Names Added or Removed Without Vote**—The clerk has no authority to add names to or remove names from the membership record without a vote of the church, which must always vote to add or remove a name, except in the case of the death of a member, or when a member requests in writing to be removed from membership. When a member dies, the clerk will record the date of the death in the membership record. (See p. 61.)

When a member submits a written request to the church board to be removed from membership, the clerk will record the action of the board. (See p. 72.)

**Transferring Members**—The clerk handles correspondence between members and churches in the transferring of memberships. (See pp. 57-61.)

**Corresponding With Members**—The clerk should try to keep in touch with absent members. (See Notes, #6, p. 180.)

**Notice of Delegates for Conference Sessions**—The clerk, on authorization of the board, promptly notifies the conference of delegates elected to represent the church at a conference session, using blanks or forms provided by the conference. (See pp. 120-121.)

**Reports to Be Furnished Promptly**—The clerk must promptly furnish reports requested by the conference. Some are quarterly, others annual. It is essential that reports be sent to the conference secretary within the time specified because they are important for the accuracy of reports prepared by other organizations of the world Church. The clerk collects information for these reports from the other officers and department leaders.

**Church Records**—The clerk keeps church records, which should be carefully preserved. All records and account books of all officers are the property of the church and are to be surrendered to the newly elected clerk at the expiration of the term of office of the previous clerk, or to the church at any time during the term on request of the pastor or elders. Church records, within the privacy limitations of local law, are subject to review by the next higher organization. (See p. 61.)

**[Church Board] Membership**—The board is elected by the members at the time of the regular election officers. (See pp. 76-77.) In addition to conference-appointed pastors, the church should elect a representative board that includes the following officers: Elders, Head deacon, Head deaconess, Treasurer, **Clerk** (see full list pp. 136-137)... The clerk serves as secretary of the board and is responsible for recording, presenting, and preserving the minutes of the meetings.