

## **Job Description for Recording Secretary/Church Clerk First Baptist Church, Los Alamos, New Mexico**

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### ***Principal Function:***

The ability to listen, write, record, preserve and report essential information from church business meetings is a most important consideration in selecting a Church Clerk. This person's church attendance and reliability for essential facts will also contribute greatly to the effectiveness of the total work of the church.

The Recording Secretary/Church Clerk is an officer of the church as designated by Article VII of the Constitution.

### ***Responsibilities:***

1. Record the minutes of all business meetings.
2. Enter all new members in the membership logbook.
3. Remove members who request their membership be transferred and send a letter of recommendation as requested.
4. Send requests for letters as new members join FBC by letter.
5. Complete the annual church profile for the Santa Fe Association.
6. Sign papers requiring the signature of the Church Clerk.
7. Keep the Policy Book up to date and organized in a fashion that makes possible easy access to information.
8. Keep the file of business meeting minutes up to date.
9. Keep electronic file of documents up to date.

The resignation or removal of the Recording Secretary is covered in Articles XI and XII of the Constitution. A vacancy in this position may be filled as directed in Article XIII of the Constitution.