

ST. MARK PRESBYTERIAN CHURCH

Clerk of Session - Job Description

The Clerk of Session shall be an elder elected by the Session for such term as it determines. During session meetings, the Clerk is not to enter into discussion or debate (unless given voice), but may present the Clerk's Report, answer direct questions, ask for clarification of motions and provide support to the Pastor in running the meeting, as requested.

The Clerk shall have the following duties and responsibilities:

- Prepare and distribute the session meeting agenda, working closely with the Pastor, as well as other documents for discussion at a meeting
- Record the transactions of the session, provide minutes of meetings and see that they are corrected and approved
- Keep the rolls of session membership and attendance
- Report to the session monthly on minutes, correspondence, worship attendance, membership changes, events and other items as required
- Be the focal point for communication with session members on information and votes that need to occur between meetings by email
- Be responsible for session correspondence
- Preserve all session records carefully
- Furnish extracts from records when required by another governing body of the church.
- Prepare the annual Statistical Report that goes to PC(USA)
- Keep an accurate roll of active members and be responsible for sending letter to non-attendees and the identification and removal of names from the membership roll, after session approval
- Issue Baptismal, ordination and membership certificates; keep a record of Baptisms, births, deaths and marriages.
- Serve as Clerk for congregational meetings.