



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Recording Secretary

Title

Recording Secretary.

Purpose

Responsible to

Church Council and the congregation.

Description of Duties

- Record the minutes of all church council meetings, church wide meetings and the charge conference, attend executive meetings, prepare agenda, and maintain secretary's notebook.
- Maintain an electronic file of all recorded minutes that is accessible to that leaders and clergy of the church.
- Make copies of minutes and distribute them to council members and all staff members.
- Be present at annual Charge Conference meeting and any special congregational meetings and record the minutes of these meetings.
- Prepare any official correspondence of the congregational committees as directed by council business and other' items (for example, letter of call, thank-you notes).
- Prepare schedules for Sunday offerings and devotions for church council meetings.
- Inform bookkeeper of any motions passed by the board which involve church funds.

Budget Responsibilities

This position does not require a budget.

Annual Charge Conference Attendance

The Recording Secretary's presence is required at the Charge Conference. If you are not able to attend because of an emergency contact the Sr. Pastor as soon as possible so that a suitable replacement can be obtained.

Time Requirements

The time commitment is approximately 2 hours a month.

Term

The secretary shall serve for two years, renewable.

Training/Resources

- **The Book of Discipline** - ¶247.4
- Preparation and knowledge of this position can be provided by previous secretary.

Skills to Be Used/Developed

Good note-taking and word-processing skills are needed. You will develop your writing and communication skills.

Background Check

Not required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates.

Qualifications, skills, and gifts

- Pursuing a personal spiritual journey.
- Willingness to commit to a regular schedule.
- Ability to work alone and with others.
- Willingness to serve in an important position but with little or no recognition.
- Knowledge of Robert's Rules of Order.
- Knowledge of Church policies and procedures.
- A stable and growing relationship with Christ.
- Possess one more of the following spiritual gifts:
 - Administration (D)
 - Helps (R)

* R - Required; D - Desirable

Benefit to the Servant

This is an opportunity for you to use your skills while serving in a leadership capacity.