



# FAITH TABERNACLE MISSIONARY BAPTIST CHURCH

## JOB DESCRIPTION

### CHURCH CLERK

#### **GENERAL SUMMARY:**

*From Section 6 of the Church Constitution – “Responsible for keeping complete and accurate computerized and hard copy records of all Church business meetings, signing official letters on behalf of the Church, and preparing Church Resolutions, Baptismal and Baby Christening Certificates.”*

#### **Major Duties and Responsibilities:**

- Attend all Church, Joint Board and Special Joint Board meetings and record/take/prepare minutes of those meetings for each Body.
- Sign official documents as necessary.
- Provide roll call for installation of church officers.
- Prepares annual reports from all auxiliaries and clubs for Annual meeting.
- He/she serves as the secretary for the Nominating Committee.

#### **Qualifications:**

- Minimum High School Diploma.
- Good oral and written communication skills.

#### **Term:**

Shall hold office for one year and/or until successor is elected.

#### **Enumeration:**

As recommended and provided in Annual Church Budget, with Joint Board and Church membership approval.

Amended: 10/3/18 – 11/4/19

Adopted: 10/11/18 & 11/21/19

**Amendment to the Major Duties and Responsibilities, at this time, is due to an omission that was inadvertently missed as recorded in the current constitution.**