

## St. Michael's Resource Guide

### **Job Description: Clerk**

#### Overview

*At St. Michael's, the Clerk position is separate from the Secretary position. Our Secretary keeps our church office open, assists with office supply management, and handles correspondence.*

Congratulations on accepting the position of Clerk!

#### In this position, you will:

- Assist with Bishop's Committee (BC) Agendas
- Record BC Meeting Minutes
- Assist with Forms and Reports

#### Time Commitment: 1 to 2 hours a week (different for each person)

- In general, expect to volunteer about 1 hour a week of your time by keeping informed about church business.
- Expect to volunteer an additional hour in the weeks before and after a BC Meeting.

#### BC Meeting Days and Times: 3<sup>rd</sup> Sunday of each month, after Sunday service, ~ 1 hour

The BC generally meets on the 3<sup>rd</sup> Sunday of each month following the Sunday service, (although they are only required to meet 10 times each calendar year). Dates and times are subject to change, based on BC or Congregation need. Additional meetings may also be called based on BC or Congregation need.

At St. Michael's, we strive to keep BC meetings under 1 hour, but we are flexible when matters at hand require further attention.

The Clerk is required to attend all BC Meetings. Absences are a part of everyone's life; be sure to communicate these with as much advance notice as possible, and try to provide a backup for planned absences.

#### Other Considerations

- If you have been elected as a BC member, you will be able to make motions and vote on them during BC Meetings.
- If you are serving as Clerk, but you are not a BC member - you are encouraged to share your opinion at BC Meetings, but you will not be permitted to vote.

## Responsibilities Detail

The Clerk responsibilities listed below have been adapted and expanded from the Vestry Resources Guide (© 2015, Revised 2017), for the needs of the congregation and Bishop's Committee (BC) of St. Michael's, Ridgecrest.

### 1. Assist with (BC) Agendas

Agendas are tentative until approved at a BC Meeting.

#### Tentative Agendas

- E-mail to BC, 1 week prior to Meeting
  - Document any updates and re-send, 3-days prior to Meeting
  - E-mail updated tentative agenda to Webpage Administrator
- Print copies of updated tentative agenda for BC and Congregation members (recommend 10) and bring to the Meeting.
- Post updated tentative agenda on bulletin board in Parish Hall, as soon as possible, before the Meeting. Be sure to mark it as "tentative"
- Remove tentative agenda from Parish Hall bulleting board after Meeting.

#### Approved Agendas

- File 1 copy in Church Office
- E-mail to BC members (for their records)
- Discard leftover Agendas after Meeting

### 2. Record (BC) Meeting Minutes

About the Minutes: Minutes recorded at meeting need to be distributed among the BC as soon as possible. Those Minutes will be for the BC's knowledge retention, but those Minutes will not be approved until the next meeting.

At St. Michael's, we don't post or distribute Minutes until they are approved, except as described in the paragraph above (that is, for the knowledge retention of the committee that generated them).

- Approved Minutes
  - File 1 copy in Church Office
  - E-mail to BC members (for their records), and e-mail to Webpage Administrator
  - Make copies (recommend 5) and leave in Narthex for congregation access. Include copies of the approved Agenda (for the Approved Minutes) and the Financial Reports from that meeting.
  - Post 1 copy in the Parish Hall (with approved Agenda and Financial Reports)
  - Discard Narthex and Parish Hall copies when Minutes from next meeting are available.

### 3. Assist with Forms and Reports

Financial Report: the Treasurer will prepare the financial report for each BC Meeting. Once it is approved by the BC:

- Send a copy to the Webpage Administrator

Certificate of Lay Delegates: at the Annual Meeting each year (usually in January), the Congregation will elect delegates and alternates for Annual Diocesan Convention (at St. Michael's, delegates will also be required to attend Southern Deanery Meetings).

The Diocese will require the Certificate of Lay Delegates to be completed and sent to the Diocesan Office (usually in February).

The form is available on the Diocesan webpage.

Parochial Report: towards the end of the calendar year, ensure that the Clergy, Sr. Warden, and the Treasurer complete the Parochial Report. Contact the Clergy, Sr. Warden, and the Treasurer no later than early December to remind them to begin working on this report.

A blank report is available on the Diocesan webpage.

You may be asked to assist with additional forms or reports during the course of the year, based on Diocesan or Congregation needs.

### 4. Remain in communication with the Clergy and Sr. Warden about your duties.

We thank God for you, and we look forward to serving with you in the coming year!

## **SAMPLE BISHOP'S COMMITTEE MEETING AGENDA**

### **St. Michael's Episcopal Church Bishop's Committee Meeting Agenda**

1. Call to Order (be sure to notate specific start time, and keep track of attendance)
2. Review and Adopt Agenda
3. Review and Approve Minutes
4. Financial Reports
5. Comments from Congregation
6. Officer/Ministry Reports
  - Senior Warden
  - Deacon Postulant
  - Junior Warden
  - Food Pantry
  - Senior Box Day
  - Clerk
7. Old Business (anything from the last meeting that is not resolved)
8. New Business (anything new)
9. Short-Term Event Review (use to remind BC to staff upcoming events as needed)
10. Long-Term Event Review (use to remind BC to staff long-term events as needed)
11. Adjourn (be sure to notate specific end time)