



PROVIDENCE Presbyterian Church

JOB DESCRIPTION

Position Description: Clerk of Session

Job Description Number:

Origination Date: August 26, 2021

Revision Date:

Description and Purpose of Position: The Clerk of Session is elected by the Session. The length of the term is determined by the Session; no limitation is set by the *Book of Order* with regard to the length of the term. The clerk must be an elder but does not need to be an active member of the Session.

The role of the Clerk of Session is the church's keeper of history through documentation of the actions of the leadership of the church. This is carried out through the minutes of Congregational meetings and meetings of the Session as well as oversight of all official records of membership including births, marriages and deaths.

Qualifications: The Clerk of Session should have a fundamental knowledge of the structure of church leadership at both the local, Presbytery and national level. He/She also must be able to accurately record the actions of leadership with attention to detail and nuance. The ability to communicate and distribute records digitally is considered essential.

Accountability: The Clerk of Session is responsible to the Pastor, Session and the congregation as a whole. An annual personnel review will be conducted by the Pastor and designated Session members.

Duties and Responsibilities:

1. Attend and record Session meetings.
2. Attend and record Congregational meetings.
3. Ensure that membership records are timely and accurate.
4. Participate in the Denver Presbytery records peer review process whether in person or digitally.

Official criteria for the above duties are detailed in the Denver Presbytery's "Session & Role Review," attached as Appendix A. Note that this criteria includes instructions for inclusion of information into Session minutes which mandates how these items are created, reported and recorded.

By my signature, I affirm acknowledgment and agreement with the above job description.

(name)

(date)

This document is not a legal document but a set of guidelines and goals to clarify and prioritize the duties and responsibilities of this position and to assist in maintaining accountability.