

CLERK OF THE SESSION

You have been called by God, through the people of God, to be an elder -- a presbyter. You have been ordained -- ordained to a function. Ordination does not instill some special "spirituality" upon you, nor make you "different" from others in the congregation. You have been set aside to the function of governance. When you joined the church you were only asked to affirm that Jesus Christ is your Lord and Savior. As an elder you were asked to affirm nine other questions. In other words, you now have more responsibility. As the clerk of session you are an officer of the church (G-9.0201) with specific responsibilities.

TERM OF OFFICE

The clerk of the session shall be an elder elected by the session for such term as it may determine via its Manual of Operations.

Note: GA (1988, 137, 12.187, Com. 4-88): An elder, not currently active on session, may serve as clerk of session.

RESPONSIBILITIES

The clerk shall record the transactions of the governing body, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. Such extracts, verified by the clerk, shall be evidence in any governing body of the church. (G-

Maintain and preserve records (G-9.0203)

- Minutes
- Register
- Rolls
- Membership certificates

Serve as secretary to the session

- Maintain relationships/communications within the church and between governing bodies
- Assist in planning the docket -- The docket for a session meeting can be the responsibility of either the clerk (in consultation with the moderator) or the moderator (in consultation with the clerk).

Serve as secretary for congregational meetings (G-7.0307)

Serve as parliamentarian

Serve as an interpreter of the *Book of Order*

Facilitate judicial process in disciplinary cases involving members of the congregation. (Chapters 10 & 11, "Rules of Discipline")

Submit year-end reports to the presbytery and General Assembly. (G-10.0102p(7))

May serve as an officer of the corporation