

**Eastminster Presbyterian Church
Clerk of Session
Duties and Responsibilities**

Specifically described in the Book of Order

G-1.0505 – “The clerk of the session shall be secretary of meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting.”

G-3.0104 – “Each council shall elect a clerk, who will record the transactions of the council, keep its rolls of membership and attendance, including the rolls of all certified Christian educators and certified Associate Christian educators and all ruling elders commissioned to particular pastoral service, preserve its records, and furnish extracts from them when required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any council of the church. The clerk of the session shall be a ruling elder elected by the session for such term as it may determine.”

As practiced at Eastminster in addition to the above.

Acts as spokesperson for the Session..

Coordinates the docket for Session meetings in consultation with the Moderator.

Acts as secretary of Eastminster Presbyterian Church corporation.

Records minutes for all corporation meetings.

May act as chairperson of the nominating committee if that responsibility is not assigned to another elder.

Works closely with the pastor to facilitate meetings.

Responsible for any decisions concerning procedures and the Book of Order.

Represents Eastminster at minutes review meetings and roll book reviews conducted by Presbytery.

Insures a summary of church rolls activity is included in the annual report.

Insures the roll books are maintained.

Provides letters of transfer as requested.

Functions as moderator of session in the absence of the pastor, per approval of the pastor, Presbytery and Session.

Determines if quorums are present at meetings of the session, congregation, and corporation.

Approved by Session April 17, 2017