**Job Description**

**Job Title:** Session Clerk

**Reports to:** Session

**Purpose:** The purpose of the Session Clerk is to maintain and preserve the records of the church, including the minutes of session and congregational meetings and the rolls and registers.

**References:** Cumberland Presbyterian Hand Book for Session Clerks

<https://www.cumberland.org/gao/SessionClerk/SessionClerkHndbk112111.pdf>

Each judicatory shall elect a stated clerk who shall preserve all minutes, documents, and papers committed to the office of stated clerk and submit these records to the next higher judicatory in compliance with that judicatory’s rules and regulations. (3.1) The stated clerk shall be elected for a definite term (normally three years) and shall hold office until a successor is elected. (3.2) Note: the minutes of the meeting must reflect the election of the clerk. All records and documents are the property of the judicatory and shall be kept and stored in accordance with the provision of the Constitution. Upon leaving office, the stated clerk shall transfer all such records and documents to the successor. (3.3) It shall be the duty of the stated clerk to record all minutes in permanent form and to supply extracts from them when properly requested. The stated clerk shall perform the duties of the office of stated clerk during the meeting of the judicatory unless otherwise determined by the judicatory. The Session Clerk may or may not be a ruling elder.

**Primary Responsibilities:**

1. Keep a full and accurate record of the proceedings of the session.
2. Prepare a draft Session Agenda prior to each regularly scheduled Session Meeting in conjunction with the pastor and distribute to all elders, pastor, and Committee chairs.
3. Coordinate the reports from all elders and pastor for the Session Meetings as indicated by PROC-103, “Submitting Committee Reports” and PROC-104, “Committee Meeting Guidelines”.
4. Keep the roll of session membership and attendance.
5. Maintain the session minutes in electronic and hard copy format. Arrange for the careful preservation of session records making recommendation to the session for the permanent safe keeping of its records.
6. Distribute the minutes to the Session and to Committee Chairs for review and approval at the next regular Session Meeting.
7. Furnish extracts from the minutes when required by another committee of the church.
8. Act in the absence of the Moderator in calling emergency meetings and calling meetings to order.
9. Maintain and preserve rolls and registers required of session, i.e., Births, Deaths, Marriages, Baptisms, Infant Baptisms, Elders, Pastors, Session Clerks, Trustees.
10. Maintain and preserve the Membership roll.
11. Prepare, mail, file correspondence related to member transfers in and out of the church.
12. Be familiar with the responsibilities of the session as described in the Session Clerk Handbook.
13. Notify the session or congregation of special meetings, describing accurately the business that will be transacted. [Notification of annual and special meetings of the congregation usually is given on two successive Sundays.
14. Ensure that the annual statistical form requested by the General Assembly is completed accurately and reported to the denomination by the deadline noted in an email from the Denomination’s Stated Clerk in December or January. Provide this information also to the Presbytery Stated Clerk.
15. Provide the session minute book and the rolls and registers to the Elder Delegate or the Pastor for the designated Presbytery Meeting for annual review.
16. Serve as secretary for meetings of the congregation making sure that the minutes are received by session and are inscribed in the permanent session minute book.
17. Bring all official correspondence to the attention of the pastor/moderator and the session, and respond as directed by the session.
18. Keep all committee records on file.
19. Keep a list of unfinished business, including all matters referred to a committee or a staff member for later report to session, and remind the appropriate persons(s) if not reported expeditiously.
20. Receive and submit communications from/to other governing bodies.
21. Notify the Stated Clerk of the Presbytery of changes in the contact information for Session Clerk, Pastor, and Treasurer.
22. Remind moderator of required annual actions.
23. If necessary, assist the elder, as assigned by the session, in preparing a statement of highlights of session actions and reports following the session meeting for information for the congregation.

**Qualifications:**

1. Experience in general office work is helpful, but not required.
2. Experience using Microsoft Office and Windows Operating System is helpful, not required, but strongly suggested.
3. Must be able to professionally handle sensitive and confidential information.
4. Must be an Active Member of the Church.
5. Familiarity with Roberts Rules of Order is helpful, but not required
6. Familiarity with the Confession of Faith is helpful, but not required.

*Note - The above responsibilities are intended to describe the general nature and level of the work being performed. They are not intended to be an exhaustive list of all duties and responsibilities*