



777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description: Church Clerk

Purpose: To maintain church records for membership, and church board & business meetings, including taking meeting minutes. To produce and maintain a church directory, as needed, to facilitate friendship in the congregation.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Church Board Meeting/Church Business Meeting Agendas:
 - Email the Church Board Members (CBMs) requesting topics for the upcoming meeting.
 - Compile, publish and distribute the Agenda to CBMs (in person and/or by email).
 - For Church Business Meetings, publish the current list of agenda items in the church bulletin, two Sabbaths before the meeting.
- Church Board & Business Meetings:
 - Attend meetings and take attendance, record motions, actions/decisions as they occur, and make notes of the essential details of topics discussed.
 - Collect any documents that are presented.
- Draft the Church Board/Business Meeting Minutes and submit them for review and approval.
 - Email final copy to the treasurer and file a hard copy for church records.
- Membership and Transfers:
 - Maintain and update Church membership list in eAdventist.net.
 - Incoming transfers:
 - Obtain contact information/name of the church of individuals/families interested in transferring memberships to Sierra Vista SDA Church (SVSDAC).
 - Obtain a positive vote from the CBMs and SVSDAC members (first and second reading and vote) and record the transfer in eAdventist.net.
 - Enter newly baptized members in SVSDAC records via eAdventist.net, following the established procedure.
- Outgoing Members:
 - A transfer will be requested via eAdventist.net.
 - Present the transfer to the CBMs and then to the church body (first and second reading and vote).
 - When approved by CBMs and the church, the transfer is recorded in eAdventist.net.
- Take Church attendance (twice per quarter) and enter it in eAdventist.net.

- Update the AOL Email account for prayer requests and miscellaneous topics from Arizona Conference and SVSDAC members and address them accordingly.
- Update the eAdventist.net SVSDAC member's demographics and life-changing events, i.e., deaths, births, marriages, etc.
- Produce and maintain a current church directory.
 - Maintain and update the Instant Church Directory as needed.
 - Invite members to subscribe to Instant Church Directory.
 - Obtain or validate required member consent for publication of personal information.
 - Assist in taking photographs for the directory.
- Other duties as assigned.

Skillset Needed:

- Organizational skills and attention to detail.
- Proficiency in Microsoft Office, computer keyboard, and use of printer/copier.
- Ability to communicate effectively and take direction from others.
- Excellent comprehension of the English language, correct grammar and punctuation.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Church Board, Church Business Meeting

Reporting To: Pastor, Church Board

Church Board Approval: August 8, 2024