

The Clerk shall:

- a. coordinate and consult with the church office;
- b. ensure a membership record is maintained, to include new members, baptisms, confirmations, deaths, and removals;
- c. record accurate Council and Congregational minutes. In the Clerk's absence, an alternate recorder shall be appointed by the Moderator.
- d. ensure a roll or count is recorded at congregational meetings;
- e. coordinate, develop and submit the church's annual report;
- f. edit the bylaws with any amendments approved by the Congregation, and indicate the date of last review;
- g. act as mentor and liaison between the Council and their appointed Ministry Team.