

Providence Forge Presbyterian Church  
Position description  
Clerk of Session

Purpose: to provide administrative support to the Session

Accountable to: the Session

Responsibilities:

1. Records the transactions of the Session;
2. Keeps the rolls of membership (baptized, active, and affiliate members) and attendance;
3. Maintains any required registers (baptisms, Ruling Elders, installed pastors with dates of service);
4. Preserves the church's records;
5. Furnishes extracts from the records, when necessary;
6. Serves as a standing members of the Policy and Personnel Committee;
7. Is a member of the congregation and is also a Ruling Elder;
8. Serves a term of one year.