

Recording Clerk

The recording clerk writes, distributes, and stores the minutes of all monthly and called meetings for business. These minutes constitute the permanent record of the decisions of Friends Meeting of Louisville, for both internal and external (legal or business) purposes. The recording clerk collaborates with the presiding clerk and with the Friends gathered for business to compose a given minute. Each minute must be approved by the meeting, generally during the meeting for business to which it pertains.

The recording clerk seeks to provide a concise record of the discussion, as appropriate, and clearly delineates the decision on which Friends have reached unity. Along with the presiding clerk, the recording clerk listens for the sense of the meeting, helping to articulate the choices that the Spirit has led the meeting to make. The recording clerk benefits from fluency in taking notes using their chosen tools.

The recording clerk provides the current set of minutes to the presiding clerk and to the newsletter editor for distribution. The recording clerk maintains a full set of minutes from throughout their term of service and makes them available as needed to the meeting's officers and committee clerks.

When possible, the recording clerk should be a member of the meeting with at least one year of regular participation in its meetings for business.