

A JOB DESCRIPTION FOR THE CLERK

The clerk is a servant-leader of the Monthly meeting and must be aware of both aspects of that role. It is the clerk's job to:

Be well grounded in Quaker practice and process in the conduct of Meeting for Worship for Business.

Prior to Meeting, be willing to prepare oneself spiritually to be open to guidance of the Spirit.

Communicate with committees during the month and in preparation for Monthly Meeting for Worship for Business. Clerk serves as an ex-officio member of Ministry and Worship committee and periodically meets with the other Monthly Meeting committees.

Communicates needed information with the Recording Clerk and Treasurer prior to and after Monthly Business Meeting.

Prepares and distributes the agenda (and any other needed information) to the community prior to Monthly Business Meeting. Communicates with committees regarding any concerns coming before the community for consideration for action.

Set the tone for Meeting for Worship for Business; create a spiritual tone of listening to one another in spirit and in loving care and consideration.

Be sensitive to questions that do or may need to arise.

Set a pace that allows for deep listening by asking that attenders ask to be recognized prior to speaking; speak to the body rather than to one person; ask people to speak only once unless they have new light; remind that our business is conducted in a spirit of worship; be willing to interrupt people who may be attempting to speak often or do not appear to be listening to spirit within the body.

Be able to name the sense of the meeting. Also, be willing to ask for assistance from the body when unclear or unsure.

Consider the "whole picture" and where we are being led/going.

Perform the executive functions between meetings; thinking about what needs to happen at the next meeting; developing a sense of timing; knowing where we are in the process and discussing any concerns with appropriate committees, meeting officers and/or the clerk's support committee.

When possible the clerk should be a member of the Religious Society of Friends

