

Clerk

The Clerk supports the life of the Meeting in many ways: By listening to, clarifying, and helping to resolve issues and concerns within the Meeting by connecting the Meeting with the wider Quaker community.

Purpose

To participate in the life of the Meeting in these deep and especially consistent ways:

- ◆ To provide ongoing care for the life of the Meeting – care for individuals, for committees, for the process, and for the Meeting's purposes.
- ◆ To help the Meeting reach its vision as a faith community.
- ◆ To facilitate the Meeting for Business.
- ◆ To represent the Meeting in the community at large.

Specific Responsibilities

Meeting for Business

- ◆ To keep in touch with the clerks of the committees.
- ◆ To prepare an agenda and clerk the monthly Meeting for Business.
- ◆ To recognize and respect all contributions.
- ◆ To help reach unity based upon mutual respect and guidance from eternal truths.
- ◆ To discern the sense of the Meeting and state it for the minutes.

Other

- ◆ To serve on the Ministry and Counsel Committee.
- ◆ To write letters at the direction of the Meeting.
- ◆ To represent the Meeting on diverse other occasions and at Quarterly and Yearly meeting gatherings.

This position requires not only the time needed for attending committee meetings and preparing the agenda for Meeting for Business, but time throughout the month keeping in touch with Friends so that the business of the meeting keeps going forward. In addition, it is helpful to spend time reviewing past minutes and researching how other meetings have handled specific situations.

Having a period of clerk-in-Training may help, as well as having a designated backup.

Co-Clerk

A Co-clerk may be appointed, who, in the absence of the Clerk, will perform all duties of the Clerk that need immediate attention.

Reviewed 11/2015