

# CONGREGATIONAL OFFICER JOB DESCRIPTION

*Trinity Lutheran Church, Savannah, Georgia*

## **POSITION**

### **RECORDING SECRETARY**

## **PURPOSE**

- The Recording Secretary shall keep the minutes, have responsibility for records and reporting of significant actions of the church, oversee the archives, attest to all documents that require such signature, and perform other duties as prescribed by the Constitutions and Bylaws of the church.

## **ASSIGNMENT**

The Recording Secretary is a required officer on the Church Council and is an elected position within the church organizational structure. As such, they are selected by the Nominating Committee, voted into office by the Voter's Assembly, and serve a term per the requirements of the church Constitution and Bylaws.

## **ACCOUNTABILITY**

The Recording Secretary is accountable to the church congregation and reports directly to the Church Council.

## **QUALIFICATIONS**

The Recording Secretary shall have the talents and necessary aptitude to function as an officer within the church. They shall be a committed Christian and be capable of interacting with the various officers, boards, and committees within the church.

## **DUTIES AND RESPONSIBILITIES:**

- Record and present the minutes of Church Council, Voter's Assembly, and other meetings as needed.
- Maintain and provide for the publication of official documents and policies of the church.
- Assist with the preparation and distribution of agendas and other printed materials at Church Council and Voter's Assembly Meetings.
- Conduct all official correspondence of the Voter's Assembly.
- Receive all other records, reports and minutes and properly store them in the church archives.
- Notify members of the date, time, and place of Voter's Assembly Meetings, per the requirements specified in the Constitution and ByLaws.