

Position: Secretary

Accountable: Voters' Assembly

Purpose: To keep accurate minutes of church council meetings, congregational voters' assemblies, and other meetings as needed.

Serves as the recording secretary of the congregation.

1. Keep a permanent record of all minutes of the voters' assembly and Church Council Meetings.
2. Periodically report significant actions of the church council to the congregation.
3. Receive all other records, reports and minutes and properly store them in a safe archive. Also prepare a copy of the same reports and make them available to the congregation.
4. Assist other officers and members of the church.

If there is no administration assistant, be responsible for the following:

1. Maintain the roll of voting members.
2. Be responsible for notifying members of the voters' assembly of the date, time, place of regular and special meetings of the voters' assembly.
3. Be custodian of the official seal of the congregation.
4. Conduct all official correspondence of the voter's assembly.