

OPP 2.5 – MEMBERSHIP CLERK

PURPOSE: Establish the position of Membership Clerk on the Administrative Team.

POLICY: The role of the Membership Clerk is to assist with matters related to the qualification, accounting and validation of membership in Round Rock Christian Church. Accordingly, it shall be the responsibility of the Membership Clerk to monitor and administer all membership recording practices of the Church. The Membership Clerk is a member of the Administrative Team and the membership function operates under the direction of the Administrative Team.

FUNCTIONS OF THE MEMBERSHIP CLERK

The Membership Clerk is responsible for assisting the Church in matters related to the membership in the church in accordance with the bylaws of the Church and is responsible for the following activities.

- Maintains the complete written record of the church membership including:
 - New members
 - Baptisms
 - Deaths
 - Dismissals
- Receives and documents all applications for church membership
- Receives and issues letters of transfer
- Assists where needed in maintaining the membership records of the church
- Assists with the annual Membership Directory
- Monitors attendance and reports non-participation monthly to Senior Minister
- Reviews recorded attendance and participation on an annual basis to maintain a current active and in-active membership
- Reports to Administrative Team annually on Erasures due to non-participation

The office administration resources of the church will be made available for the Membership Clerk to use in the accomplishment of the tasks necessary to properly account for membership.

SELECTION OF THE MEMBERSHIP CLERK

The Vice Moderator in the role as Administrative Team Leader oversees the activities of the Membership Clerk. The Vice Moderator will select a Clerk from the at large membership of the Church. The Term of service will be one year with a maximum of three successive terms.

AUTHORITY: *Section VI of the Bylaws of Round Rock Christian Church. The Administrative Team performs the staff administrative functions of the church.*

EFFECTIVE DATE

May 7, 2009

LAST REVIEW DATE

May 7, 2009