

**Bloomington Monthly Meeting
Religious Society of Friends**

Officer's Charge

Job Title: Clerk

Term & Dates of Service: From July 1 through June 30. This is an annual appointment, customarily renewed for two additional years.

Selection Process: The Nominating Committee proposes a candidate for approval by Monthly Meeting.

Qualifications:

1. Member of Bloomington Monthly Meeting.
2. Familiarity with organization of unprogrammed Friends' meetings.
3. Well-grounded in Quaker methodology and concepts in the conduct of the Meeting.
4. Experience as a clerk of monthly meeting committees. Service on Ministry & Counsel is desirable.
5. Attends Meeting for Worship regularly.
6. Good listening and discernment skills.
7. Good verbal communication skills.
8. Computer skills and online connectivity; use of email and standard computer office suites.

It is highly recommended that the Clerk be familiar with the sections on the Business Meeting in Faith and Practice of several yearly meetings, including Britain Yearly Meeting and Philadelphia Yearly Meeting in addition to Ohio Valley Yearly Meeting. Attendance at a clerking workshop, such as those offered by Friends General Conference and Pendle Hill is also highly recommended.

Principal Job Duties:

Presides over Monthly Meeting for Worship with Attention to Business (Business Meeting) ensuring that the business of the Meeting is conducted while centered in the Holy Spirit. Calls for agenda items 5-6 days in advance and organizes the agenda. Either reads the agenda for approval at the beginning of the Business Meeting or circulates it digitally to the Meeting a day in advance. Gives a spiritual reading before the Business Meeting. Coordinates the editing of the Minutes with the Recording Clerk.

Arranges for an alternate Presiding Clerk for anticipated absences from the Monthly Business Meeting.

Serves on the Board of Directors and presides over the Board's meetings as Clerk of the Board in accordance with Article 4 of the Bylaws. Serves as an Officer in accordance with Article 6 of the Bylaws. Represents the Meeting in communications with external entities in accordance with Article 8 of the Bylaws.

Convenes a Clerk's Committee when needed, to review Monthly Meeting activities and provide support, advice and help to the Clerk.

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Convenes Naming Committee, consisting of a predetermined membership of the Presiding Clerk, the Recording Clerk and the Clerk of Records to identify people to serve on the Nominating Committee.

1. Sends and receives correspondence on behalf of the Meetings, such as:
 - Ohio Valley Yearly Meeting and Whitewater Quarterly Meeting
 - Membership transfers
 - Minutes and correspondence directed to other meetings and organizations
 - Miscellaneous written inquiries directed to the Clerk and the Meeting community.

Distributes correspondence to appropriate officers or committees, or brings it to the attention of the Meeting.

Coordinates committees in their annual work, encouraging them to conduct business in a timely and worshipful manner. Resolves jurisdictional questions as necessary.

Maintains the Meeting's calendar of events.

Carries out other duties assigned by Monthly Meeting.

May compose a "Clerk's Corner" periodic message to the newsletter when time permits.

May request appointment of an Assistant to the Clerk in order to delegate clerical tasks in order to focus on the spiritual dimensions of the position.

Coordination Required

1. Works with Ministry & Counsel to ensure the overall spiritual health of the Meeting.
2. Maintains regular contact with the Bloomington Monthly Meeting committees and representatives and meets with them as needed, in pursuit of item 6 above.

Budget Considerations:

The Clerk will submit a budget request for supplies to the Clerk of the Property & Finance Committee by last day of September each year. There are usually some expenses for correspondence and preparation of copies for Monthly Meeting.

Annual Activities:

1. Assists committee clerks with organization at the beginning of the fiscal year. In recent years, clerks have done this by a meeting with committee clerks at the beginning of the year, and/or by sending queries to committees.
2. Budget preparation: the draft is usually presented in December, and the final approved in January.
3. Submits annual State of the Meeting Report for Whitewater Quarterly Meeting in April.