

**Bloomington Monthly Meeting
Religious Society of Friend**

Officer's Charge

Job Title: Recording Clerk; Alternate Recording Clerk

Term & Dates of Service: Starts July 1 and ends June 30; may be reappointed annually

Selection Process: The nominating committee proposes a candidate for approval by Monthly Meeting.

Qualifications:

1. Member of Bloomington Monthly Meeting.
2. Experience with Friends' spiritual practice in relation to Meeting for Worship with Attention to Business.
3. Good verbal and written communication skills.
4. Good listening and discernment skills.
5. Shorthand or keyboarding skills helpful.
6. Laptop computer and Internet access helpful.
7. Attends Meeting for Worship and Meeting for Worship with Attention to Business regularly.

Principal Job Duties

1. Supports the process of decision making by the Meeting under Divine Guidance.
2. In conjunction with the Presiding Clerk articulates the sense of the meeting as to the direction in which it is being led by the Holy Spirit.
3. Composes minutes for the Meeting for Worship with Attention to Business and reads them aloud for approval in the face of the meeting.
 4. Serves as an Officer and presides as Recording Clerk for Board of Directors meetings, in accordance with Article 6 of the Bylaws.
 5. Serves on the Naming Committee to bring forward names of people to serve on the Nominating Committee.

Coordination Required

1. Works with the Presiding Clerk.
2. Sends a copy of Meeting Minutes to the Newsletter Editor.
3. Arranges for the Alternate Recording Clerk to assume these responsibilities in advance of any planned or unanticipated absence from Meeting for Worship with Attention to Business

Budget Considerations

There is no separate expense line in the budget for this position.