

Nailsworth Quaker Meeting Role Description

Clerk and Assistant Clerk

How many:	The clerking role can be covered in a variety of ways: a single clerk, co-clerks, a clerking team, or clerk and assistant clerk (see below).
What they do:	The clerk is a blend of contact person, co-ordinator and administrator both within the meeting and to the rest of the world.
When they do it:	Aspects of the role need to be attended to regularly throughout a month, but there is a particular focus in preparing for, clerking and following up from Meetings for Worship for Business (MfWfB), which happen up to 10 times a year on the first Sunday of the month.
Why they do it:	To arrange and facilitate the business affairs of the meeting and be one of the Meeting's key public faces.
Resources:	The clerk needs to be IT literate, able to send and receive communications via email, and respond to occasional enquiries by phone. It will be helpful if they have access to a printer to print agendas and papers for meetings.
Budget:	Expenses (e.g. for paper, printer ink, photocopying and postage) can be reclaimed from the Treasurer(s).
Liaison with:	Clerking team, Assistant Clerk, Notices Clerk and Warden. Regular liaison with Meeting Committees in preparation of agendas for MfWfB.
Appointed by:	Nailsworth Quaker Meeting

Expanded description:

The clerking role can be covered in a variety of ways:

- a. A single clerk
Sometimes a single person fulfils all the roles and responsibilities of a clerk.
- b. Two co-clerks
In this model two people agree between themselves how to divide all the clerk's responsibilities: often they will alternate at the table.
- c. A clerk and an assistant clerk
In this model the clerk runs each Business Meeting, with the support of the Assistant Clerk, who tends to do more back-room work including correspondence.
- d. A clerking team
In this option a team of three or more Friends share the clerk's responsibilities between them. They can arrange these however they like, but must always ensure that there is clarity both within and outside the Meeting about who does what. One member of the team should be the named continuity or contact clerk.

The clerk's responsibilities

- To work collaboratively with Co-clerks and/or Assistant Clerk, Notices Clerk and Calendar Clerk.
- To arrange and clerk Meetings for Worship for Business.
- To record the discernment of the meeting in Minutes.
- To ensure that Minutes are recorded and displayed.
- To ensure that relevant Meeting records and files are kept appropriately.

- To organise the way correspondence is dealt with.
- To facilitate links between Britain Yearly Meeting, Area Meeting and Local Meeting.
- To liaise with Elders, Overseers, Finance and Premises, Children's and Young People's Committee, Nominations Committee and Warden.

Tasks related to the clerk's responsibilities

- Meeting for Worship for Business: Prepare agendas, circulate agendas and supporting documents as needed by the meeting, prepare draft minutes, sit at the table and clerk the meeting, record each agreed minute and circulate the minutes; contact Friends who are mentioned in minutes.
- Correspondence: read monthly mailing from Friends House and check what needs to be brought to LM and what needs passing to other groups and committees; reply to correspondence that is the clerk's responsibility; allocate all mail to the right people.
- Area Meeting: Ensure that the Local Meeting is represented at Area Meeting, and that a Friend brings back a report of each meeting.
- Filing: File all records that need keeping, update the index of LM minutes annually and archive documents according to the Area Meeting guidance.
- Notices and Calendar: liaise with Friends who are responsible for notices and calendar.

Skills and Qualities of Local Meeting Clerks

Clerks need to:

- Understand and use the Quaker business method.
- Have an attitude of service to the meeting while setting the pattern for worshipful listening.

And be:

- Well organised and methodical.
- A good listener.
- Comfortable with electronic as well as paper communications.
- Able to summarise different spoken views in written minutes (this can be learnt).