

Nailsworth Quaker Meeting Role Description

Notices Clerk

How many: This is undertaken by one person, with a deputy from the clerking team when needed.

What they do: Coordinate, edit and produce a weekly Notices sheet, with versions for the Sunday and Wednesday Meetings for Worship in the forthcoming week.

When they do it: Notices are gathered during the week, and prepared and available by 9am on Sunday morning, in time for the first Meeting for Worship.

Why they do it: To keep Friends informed of events and what's happening.

Resources: Use of email is essential for this role.
It is helpful, but not essential, if the Notices Clerk can print a copy of the Notices and deliver it to the Meeting House.

Budget: Expenses (for paper and printer ink) can be reclaimed from the Treasurer(s).

Liaison with: Clerk, Assistant Clerk and Calendar Clerk.
Presiding Elders can also be emailed Notice sheets and asked to bring them to Meeting for Worship.

Appointed by: Nailsworth Quaker Meeting.

Expanded description:

There is a template for the weekly Notice sheet, which will be provided.

All contributions to Notices should be received by Friday evening each week.

The Collections Committee are responsible for ensuring that information concerning the current collection is with the Notices Clerk in good time.