

Brightview Baptist Church

rr1 site 4 box 18 wetaskiwin ab t9a1w8

admin@brightviewchurch.ca

780 352-6305

Ministry: Clerk



Leader Name: **Budget Available (If applicable)** [Click here to enter text.](#)

Team (List the names of those involved):

[Click here to enter text.](#)

Church Mission Statement:

To glorify God's name by leading people into a mature and fulfilling relationship with Jesus Christ

Ministry Purpose Statement (Statement on why ministry exists):

To track and record changes in membership and act as recording secretary at church meetings.

Goals/objectives (What specifically is to be achieved):

To track and keep a current record of changes in membership, baptism and provide transfer of membership upon request, record all meetings and publish in a timely manner, complete with attachments.

Strategies (How the objectives will be achieved using all available resources):

- Keep a working copy of the membership changes current.
- Send the minutes of the previous meeting out to Board members to refresh their memories a few days before each meeting.
- Keep a separate record book of the Board meetings and Church Business Meetings.
- Maintain the church membership registry book.

Collect any attachments or documents related to meetings and attach to recording of meeting.

Implementation (List general responsibilities, schedule, dates, location, leaders, etc):

General Responsibilities:

- As a member of the church board, attend all meetings.
- Maintains a current record of church membership, including date/means of admission or termination.
- Produce a report for the Annual General Business Meeting listing all members and any changes.
- Act as recording secretary for all church meetings, or find a replacement in the case of absence.
- Publish and circulate minutes of business meetings to members and adherents in a timely manner.
 - Keep a count of members attending business meetings to assure a quorum available in the case of a vote.

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2019 Evaluation & Review

(Solicit feedback from leaders, participants, etc):

Strengths:

Click here to enter text.

Areas of Improvement:

Click here to enter text.

Next Step (For next year):

Click here to enter text.

Accountable to: _____

Title: Choose an item.

Signature: _____

Date: _____