

**Clerk**  
***United Church of Chapel Hill***  
Position Description

**Responsibilities and terms of office as defined by the UCCH bylaws:**

The Clerk is one of the four officers of the UCCH Council along with the Moderator, Assistant Moderator and Treasurer. The clerk shall be elected to a term of one year and may serve any number of successive terms. The principal duties of the Clerk that are outlined in Article II, section 4 of the UCCH Constitution and By Laws may be summarized as follows:

- The Clerk shall be an active, voting member of the church.
- The Clerk shall be elected for a term of one year and may serve any number of successive terms.
- The Clerk shall keep an accurate record of all the proceedings of the Congregational Meetings of the Church, the minutes of the Church Council and distribute these, once approved, to the Council Members, the church archivists, and designated members of the church staff.
- The Clerk shall certify official votes of the Congregational Meetings.
- The Clerk, with the assistance of the Senior Pastor, will ensure that the Board of Deacons and church office staff maintain a register of all the members of the church and issue, upon request, draft letters of transfer of membership.

**From a practical perspective**, the Clerk shall, upon request, participate in or lead activities that are related to Council and church business consistent with the responsibilities of the office and fitting to the individual's talents.

**Desired skills, personal qualities, and characteristics:**

- Friendly and professional attitude, trustworthy, ability to keep information confidential
- Exceptional written and verbal communication skills and facility with electronic communications
- Familiarity with Roberts Rules of Order, especially concerning the appropriate way to draft a motion, and the steps to approval
- General familiarity with how executive boards function
- Prayerful attitude
- Lives out a personal commitment to spiritual growth that includes empathy with the multiple communities that make up our congregation. Willingness to partner with the Senior Pastor and other lay leaders in living out our Racial Justice Covenant through continued dialogue, training, and decision-making processes guided by a racial lens.
- A person who finds joy in the worship and community we share at United Church of Chapel Hill, believes in our mission to be a Place of Belonging for all God's Children, and desires to work closely with the Senior Pastor, board chairs, and all our church's stakeholders to build up our community life.