

## **Recording Clerk**

*Approved at Meeting for Worship for Business June 13, 2021*

The Recording Clerk collaborates with the Clerk to help the Meeting find its way to meaningful decisions and actions during monthly and called Meetings for Worship for Business. The responsibilities of the position include:

- Preparing the minutes for the Monthly and called Meetings for Business, in consultation with the Clerk and Meeting. Minutes will include formal action Minutes (Meeting will do this), historical minutes and committee reports (Meeting did this) and process minutes (Meeting discussed this but did not come to unity on action).
- Acting as a resource on Quaker process for the Clerk during the Meetings for Worship for Business.
- Listening for emerging unity alongside the Clerk.
- Listening for Spirit and putting the sense of the Meeting into words, formulating Minutes with the assistance/agreement of the Friends in attendance.
- Providing completed Minutes to the Publications Editor for inclusion in the Meeting Newsletter and to the Meeting Archivist.
- Handling such correspondence as may be required by the Presiding Clerk or the Meeting.
- Managing the part of the Meeting's budget that pertains to this charge, as directed by Monthly Meeting.
- Maintaining accurate working records of the office and ensuring those records are passed along to the next Recording Clerk.

The Recording Clerk is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.