



Recording Secretary

Congregational Vision Statement

We are empowered to worship, to assist our church family through life's journey, to extend the hand of service and to invite others to faith.

Summary of Role:

The Executive Officers of the Council of Church Ministries are the Chairperson, Vice-Chairperson, Past Chairperson and Recording Secretary.

The Recording Secretary is responsible for the creation of church records, including meeting minutes to document the decisions made at Council and Congregational Meetings.

Reports to:

Chairperson

Ministry:

Executive

Term

1 year

Type

Elected

Typical Meeting Frequency

Council meetings occur on the first Tuesday of every month. Congregational Meetings quarterly. Other meetings may be required.

Membership Requirement

Member.

Screening Requirements

N/A.

Recommended Skills/Experience:

- Administration/Management
- Communication
- Organization
- Discretion

Responsibilities

Responsibilities of Recording Secretary

- The Recording Secretary shall keep a clear and concise record of Council and Congregational meetings, and be responsible for official Church correspondence as directed.
- The Seal of the congregation shall be in the custody of the Recording Secretary or such other person as may be designated by the Council of Church Ministries.
- All papers or documents requiring to be sealed on behalf of the congregation shall be sealed in the presence of the Chairperson and Recording Secretary, or of other persons as may be designated by resolution of the Council.

Shared Responsibilities as a Member of the Executive

Ensures that pastoral relations responsibilities are initiated and carried out:

- The calling of a pastor
- Providing advice and support
- Ensuring that ethical guidelines are followed both during the course of the pastor's ministry and when separation occurs

Shared Responsibilities as a Member of the Council of Church Ministries

- Upholding the Confession of Faith and the Constitution of FMC,
- Aiding the Pastoral Ministry in ensuring the well-being of the church,
- Giving direction to, supporting and coordinating the work of the various church Ministries,
- Ensuring that FMC is appropriately represented at such Conferences of which it is a member, along with the Mennonite Central Committee, and such projects to which it commits itself, and that the Church fulfills the obligations inherent in such membership,
- Appointing such individuals and/or committees it may deem necessary to advance the work of the church, including the appointment of an auditor or financial review committee,
- Being sensitive to potential problems that may harm the work and life of the church, seeking to prevent such problems, and being alert to opportunities that may enhance the work,
- Presenting an annual Church ministry plan, and directing the preparation of a budget based on the work of the Ministries for consideration and approval of members at the annual general meeting,
- Nominating members of the Gift Discernment Committee for election in March/April of each year, and
- Offering Pastors a salary consistent with Conference guidelines.