

Book Poplar Springs Baptist Church Policy Manual
Section 1000 Organization and Structure
Title Church Clerk Duties and Responsibilities
Number 1250
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Section 1.

The clerk shall be elected annually upon recommendation of the Nominating Committee. It shall be the clerk's responsibility to:

- A. attend or be represented at all church business meetings,
- B. keep an accurate record including minutes of all business transactions, and
- C. see that the annual associational letter is properly transmitted to the associational clerk.