

## **Session Clerk Duties and Responsibilities Presbyterian Church (U.S.A.)**

### ***Book of Order - G-3.0104 - Clerks/Officers***

*Each council shall elect a clerk who shall:*

- record the transactions of the council,
- keep its rolls of membership and attendance,
- maintain any required registers,
- preserve its records,
- and furnish extracts from them when required by another council of the church.

*The clerk of the session shall be:*

- a ruling elder
- elected by the session
- for such term as it may determine.

### ***More Duties and Responsibilities***

Serves as secretary for congregational meetings (G-1.0505)

Receives formal written statements from members when they want to “renounce the jurisdiction” of the PC(USA). (G-2.0407)

Recommends to the session a method for permanent safekeeping of records with the Presbyterian Historical Society or in a temperature/humidity controlled environment of a PC(USA) seminary. (G-3.0107)

Receives the “written statement of alleged offense” when a disciplinary case is filed with the session against a member, elder, or deacon. (G-10.0101)

Performs many other duties not expressly described in the Book of Order, such as working with the moderator to prepare for session meetings, preparing/signing letters for transfer of membership, receiving and sending other official letters, etc.