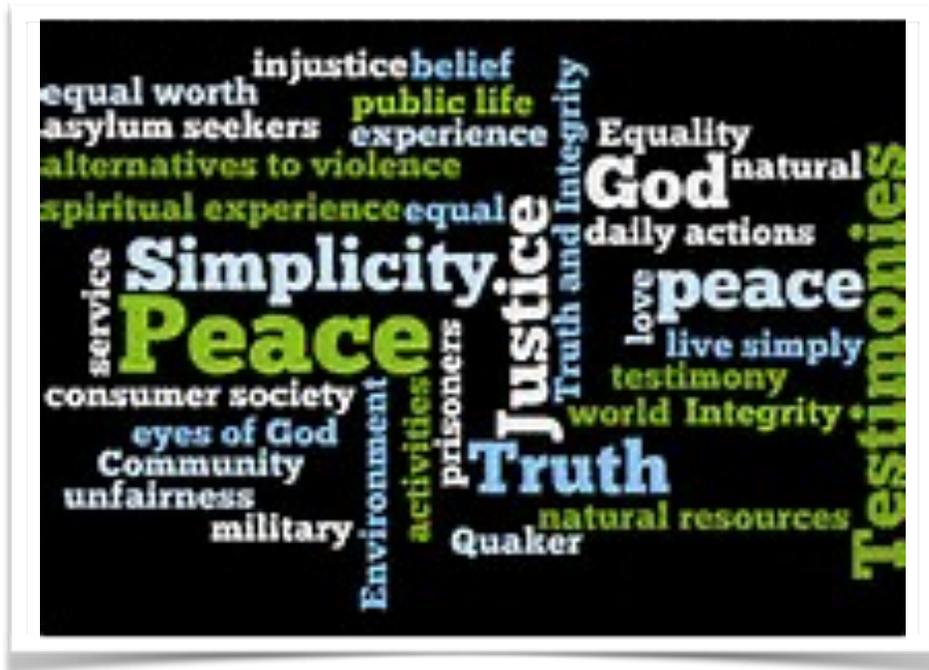


# The Role of the Clerk

(from Clerk's Retreat, September, 2008, by Jennifer Leeman & Matt Drake)



“The basis upon which we hold our meetings for business - be they committee, monthly, or yearly meetings - is that this is God’s world... And that it is possible for us to ascertain God’s will for us in this world.”

-Thomas A. Brown, “When Friends Attend to Business,”  
Philadelphia Yearly Meeting Publication (undated)

**“Each monthly meeting appoints a clerk, a treasurer, and a recorder, and usually a recording clerk... All other designated functions are normally entrusted to committees rather than individuals... Members are expected to serve on committees of the monthly meeting... Acceptance of appointment is a commitment to be diligent, loving, and responsive in carrying out the committee’s functions.”**

Philadelphia yearly Meeting Faith and Practice, 1972



Begin and end the meeting with worship.



Welcome everyone. Build community with a brief time of sharing.



Set/Confirm/Prioritize the agenda.



Facilitate: Help the committee look for God's leadings.



Share information. Make suggestions.



Gather the “sense of the meeting.” State it clearly.



Record the decision, and by whom and when tasks will be carried out or reported back to the committee.