

Job Description

Title	Church Clerk
Purpose	To prepare and preserve accurate records of all church business meetings, board meetings, and church membership, as well as events important to the local church.
Term	One year with exceptions as described in the church manual.
Accountability	To the Pastor and church board
Responsibilities	<ol style="list-style-type: none">1. Attend church board and business meetings.2. Prepare written minutes for distribution to board members.3. Handles correspondence dealing with transfers of church membership and keep all records of transfers of members.4. Prepare and submit monthly reports to Conference regarding membership changes by transfer, baptism, or death, apostasy, and missing.5. Prepare and preserve permanent records of minutes, events, and membership in Clerks record books.6. Submit church officer list to Conference.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Must work independently of others.6. Must be able to keep accurate records.7. Must be a person who is reliable and trustworthy.8. Must maintain careful confidentiality.
Support and Resources	<ol style="list-style-type: none">1. Attend Conference church officers' meetings.2. For questions and concerns contact Conference Church Records secretary.

Job Description

Title	Head Greeter
Purpose	Responsible for making the guests and members feel a warm welcome when entering Church. To secure names of visitors to use as a follow-up.
Term	One or two years, depending on local church officer election cycle.
Authority	Not applicable.
Accountability	To the Pastor and Church Board.
Responsibilities	<ol style="list-style-type: none">1. To greet people entering the Church for Sabbath School and Church.2. To invite visitors to sign the guest registry.3. To become acquainted with the guests.4. To bring to the attention of the Pastor any person who indicates an interest in our faith. Fill out interest card for Pastor.5. To see that guests are invited home for dinner.6. To plan and distribute schedule of greeter responsibility on a rotating basis.7. Makes sure that the attendance is taken.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Friendly, pleasant person.6. Gift of hospitality.

Job Description

Title	Receptions or Greeters
Purpose	The role of the receptionist or greeter is to make the atmosphere of the church warm and inviting. The receptionist's task is to set the climate for the Sabbath School, make others feel comfortable, welcomed, and loved. They are to make friends with strangers.
Term	One or two years, depending on local church officer election cycle.
Accountability	Responsible to the assistant superintendent for hospitality or in larger churches there may be a receptionist committee with one person acting as chairperson. In receptionists will work closely with the deacons or ushers.
Responsibilities	<ol style="list-style-type: none">1. Become acquainted with the regular members so they can recognize visitors upon arrival.2. When approaching guests introduce themselves first, extend a welcome, then ask for the visitor's names.3. Introduce the person to someone who will show them a seat or help them find S.S. classes or divisions as needed.4. Introduce newcomers to one or two other people in the church with whom they might feel comfortable because of shared ages or interests.5. Try to sense the needs of people arriving in church for the first time. Help them with such needs as: where to find the children's rooms, where to hang coats, the location of restrooms, location of the parent's room as well as a variety of classes and where they meet.
Qualifications	<ol style="list-style-type: none">1. Committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Has a warm, friendly, outgoing personality. Is not afraid to approach strangers and make them feel welcomed.
Support and Resources:	<ol style="list-style-type: none">1. The Sabbath School Handbook, NAD 2000 edition.
Time Commitment:	3 hours a month. The receptionist should be on duty 30 minutes before the first service begins and should continue at least until the sermon begins. (This would be whether S.S. precedes the worship service or not.) In large congregations the receptionist may be asked to attend a receptionist's committee once or twice during the year.