

# ABC Clerk Statement of Interest

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Members of Antioch Baptist Church (ABC) interested in serving as the ABC Clerk who have not previously served in this capacity must complete this brief statement of interest. If you have any questions, please email the point of contact listed below.

Please complete the information and save the file with the name of the ABC Clerk and Your Last Name (For example: Clerk Brown and **Send the completed form to [ABC.PLC@antioch-church.org](mailto:ABC.PLC@antioch-church.org)**

**Point of Contact:** Deacon Charlie Williams at [wilcha@aol.com](mailto:wilcha@aol.com)

## **Clerk Term**

As set forth in the Antioch Baptist Church Bylaws, the Clerk is a volunteer position, and serves for a term of three years. The term may be extended for an additional year during a business meeting.

## **Clerk Responsibilities**

As set forth in the Antioch Baptist Church Bylaws, the Clerk shall be responsible for keeping minutes reflecting an accurate record of all church actions approved at each business meeting. All church records are church property and shall be kept in Antioch's office. The Clerk shall keep a copy of the approved minutes for all business meetings as a permanent record of Antioch.

## **Desired Qualifications**

- Member of ABC and demonstrated engagement in ABC ministries and learning
- Attention to detail and accuracy when recording minutes during meetings and maintaining precise records
- Ability to communicate effectively with clergy, congregation members, and external contacts
- Familiarity with office software such as Microsoft Office
- Discretion and confidentiality when handling sensitive, confidential, and personal information
- Ability to collaborate with other church leaders, committees, and volunteers to support the functioning of the church community
- Understanding of church protocols, practices, and regulations relevant to administrative tasks

Please provide a written response covering the information below, **not later than May 10, 2024** (not to exceed 2 pages).

- Name
- Why do you want to serve as the ABC Clerk?
- Briefly describe the skills you would bring to the position and how they align with the qualifications stated above.
- List the ministries, church activities, Christian education, and spiritual growth areas in which you are/have served/participated.
- Additional documentation requested: Along with SOI please provide a copy of your current resume or Bio.