

United Church of Christ East Goshen **Church Council Secretary**

The primary responsibility of the volunteer Church Council Secretary is to record minutes at the various meetings throughout the year. This includes the Annual Membership Meeting, monthly Church Council Meetings, and other general meetings such as Town Hall Meetings, Congregational Meetings, etc.

Responsibilities:

- Attend monthly Church Council meetings.
- Record all that is said as it pertains directly to church business, events, etc.
- Make sure any names that are pertinent to “said” church business are recorded.
 - I.E. names of people who request motions and those who second as well as what the motion is that is being presented, dates, times, locations, etc.
 - Start and end times of the meetings.
- After the meetings upload the minutes to the Council Dropbox and share an electronic copy with the other Council Members, Pastor and the Administrative Assistant. The Administrative Assistant will ensure a copy is made available to the Congregation.
- Update minutes from prior meetings based on recommendations/edits/etc. and ensure most up-to-date minutes are in the Dropbox.
- Assign volunteer weekly counters and maintain the counting schedule (individuals are responsible for finding a replacement should they not be able to partake on the designated Sunday).
- When assigned:
 - Assist with counting of offerings.
 - Assist with offering communion.