

ADULT RECORDS CLERK

The adult records clerk is responsible for accurately calculating weekly attendance and offering totals for the adult department and for delivering offerings and visitor information to the appropriate staff members.

Ministry Area/Department	Adult Sunday School
Position	Adult records clerk
Accountable To	Adult Bible study teacher
Ministry Target	Adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Organized • Detail oriented • Good math skills
Best Personality Traits	Dependable
Passion For	Organization, accuracy and good stewardship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Tally class attendance records to obtain weekly attendance figures.
3. Calculate and record total of all classes' tithes and offerings.
4. Deliver all tithes and offerings to treasurer, bookkeeper or appropriate person as set forth in church policy.
5. Assemble visitor forms received from classes and deliver them to the church outreach director or other designated person.