Duties of Clerk of Meeting
at Midlothian Friends Meeting

Last updated November 1, 2022

1. Clerk the monthly *Meeting for Discernment*.
2. Ensure Quaker process is utilized appropriately in the life of the meeting
3. Act as Midlothian Friends Meeting's official point of contact for outside organizations or governmental authorities.
4. Record any additions, changes, or deletions to *recorded membership* as needed.
5. Initiate the annual process to discern and then document the *Spiritual State of the* Meeting in February/March at *Meeting for Discernment*.
6. Seek volunteer Friends to arrange *Christmas Eve worship* each November at *Meeting for Discernment*.
7. Assess and administer jointly with the Treasurer the *Fund for Support* when a Friend's confidential request is received for emergency financial aid from *Midlothian Friends Meeting*.
8. As necessary update the roster that outlines the various roles (and who's in the role) at Midlothian Friends Meeting so Friends know who to contact when a need arises.
9. Initiate the creation of an ad-hoc (temporary) *Nominating Committee* to make a recommendation to *Meeting for Discernment* whenever a new *clerk of Meeting*, *Trustee(s)*, *Care Coordinator(s)*, or *Treasurer* is needed.
10. Serve as the clerk for the Emergency Coordination Committee, along with the Care Coordinators.
11. Serve on the Financial Stewardship Committee along with the Treasurer and the Trustees.
12. Provide needed information to all Midlothian Friends via email as required or requested by Friends, using the Quaker Town Crier which accesses the MFM Directory; its *Meeting for Discernment* approved guidelines are kept only in a paper copy (and on a USB) in the MFM Handbook that is kept in the meetinghouse office (due to the listed passwords, there is not an online version of the guidelines).