



**Position: Recording Clerk Presbytery Meeting Minutes Taker, Independent Contractor**

**Purpose:** Prepare for each presbytery meeting by studying the detailed docket and packet and start work on the minutes. Take minutes at the meeting, edit the minutes after the meeting, and send the draft minutes to the Stated Clerk for final corrections and draft.

**A Week Before the Presbytery Meeting:**

1. Use the “**Template Draft of Minutes**” and “**Detailed Docket**” to create a new Working Draft of the minutes.
  - Naming Protocol: “**DRAFT-Year Month and Day-Presbytery Meeting Minutes**”
  - YYYY-MM-DD
2. Prepare for the meeting by studying and understanding the **Current Packet**, including the **Detailed Docket**, and asking the Stated Clerk questions as needed.
  - <https://www.presbyteryofsf.org/current-presbytery-meeting-packet/>
  - If there are sections of the meeting that you are not familiar with, review the **Previous Presbytery Meeting Minutes** to prepare for that section of the meeting.
  - <https://www.presbyteryofsf.org/presbytery-meetings-minutes/>
3. Some Pointers:
  - Highlight areas for easy input while taking minutes.
  - Make sure the formatting is correct and the fonts are the same.

**During the Meeting:**

1. Have the Working Draft ready on your computer. Have a second copy available in case you accidentally delete the Working Draft. (Unfortunately, it has happened before.)
2. Have a paper copy of the Detailed Docket so you have the agenda on hand; you can also use this to write notes.
3. Take the minutes.
4. Make sure if there are any paper submissions from the floor—it goes to the Stated Clerk so they can include them in the appendices.

**After the Meeting:**

1. Review and edit the minutes.
2. Send **Minutes Draft to Stated Clerk**, where they can add any edits as needed. The Stated Clerk will complete the consolidation of appendices and pagination.
3. Work with the Administrative Coordinator to collect **attendance information** after the meeting. Input the information onto the Attendance Sheet template draft and the draft minutes, checking with the Stated Clerk to ensure accuracy. Once the **Consolidated Minutes draft** is complete, have the WORD and PDF versions available for the next Presbytery Meeting for Approval.
4. Once Approved at the next Presbytery meeting, it will be added to the "Approved Minutes" section of the Website, electronically filed, printed, signed, and added to a binder by Stated Clerk/**Administrative Coordinator**.

## **Presbytery of San Francisco: Recording Clerk**

### **Other information:**

- Attend the Meetings Working Group preparation and debrief meetings.
- Assist the Stated Clerk in preparing for the annual Synod minutes review.

**Hours:** About 10-15 hours per meeting. (Independent Contractor)

**Rate of Pay:** \$300 per meeting

Thank you for your interest in the position.

Please send a cover letter and resume to [openings@sfpby.org](mailto:openings@sfpby.org).