

Ward Clerk Areas of Responsibility

Record Keeper

The ward clerk should make sure that:

- Accurate and up-to-date records are kept on each member of the ward.
- Accurate financial records are kept of all donations and expenses.
- Accurate statistical records are kept and compiled in the Quarterly Report.
- Minutes of ward leadership meetings are kept as requested by the bishop.
- The annual ward history is completed properly and submitted to the stake.



Administrator

The ward clerk should:

- Provide membership and financial reports directly to the bishop.
- Analyze trends, strengths, and weaknesses within the ward.
- Supervise the work of assistant clerks and secretaries.



Trainer

The ward clerk should:

- Respond to record-keeping questions and requests for help.
- Make sure that assistant clerks and secretaries understand:
 - Their record-keeping responsibilities.
 - How to use the Church record-keeping software.
 - The value and importance of their work.
 - The confidentiality of records.

