

## Celo Friends Meeting Job Description

### **Record Keeper**

*Approved December 20, 2020*

#### **Record Keeper**

The CFM record keeper is responsible for managing a safe and easily accessible record of CFM memberships (new, deceased, transfer, inactive), marriages, births, deaths, celebrations, baby blessings, plays, etc. Records are to be maintained in physical as well as digital form.

- Review meeting minutes for the above and contact committee clerks for details as necessary.
- Collect and archive obituaries and articles about Celo Friends Meeting from local newspapers and Friends Journal.
- Add new photos to our photo album.
- Keep the binder of membership forms updated and current.
- Provide the annual census to SAYMA each February.
- Work with the Treasurer to keep the membership directory of members/attenders' phone numbers, addresses, and emails up to date.
- Distribute the directory to members and attenders annually.
- Work with the End of Life Committee to maintain and update end of life wishes, to include living wills, burial plans, contact info for relatives, etc.
- Work with the Website Coordinator to keep online records up to date.

#### **In the near term:**

- Organize the physical files in the Meeting House and bring the record current, devising a new system if desired.
- Lots of people are still on the books as Members, but they don't come to Meeting. Reach out to them, find out whether or not they should remain on the books.
- Update forms as necessary to include the range of options for gender and any other suggested modifications. Consult with M&C for details.

Note: Joyce has agreed to mentor the next record keeper.