



The Work of the Clerk (Work of the Church)

M Ingrid Dvirnak

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"The Work of the Clerk," New Edition is a handbook for the local church clerk. From keeping records to writing minutes, from correspondence to publicity, from membership lists to statistical reports, the work of the clerk is essential. The clerk's records provide information upon which future generations will look in joyous celebration.

This resource covers all of the basic tasks that church clerks are asked to undertake. In addition to helpful suggestions for the use of word processors and data bases, this new edition incorporates invaluable practical advice from people serving as clerks in local churches.

Newly elected persons and others who want to learn about the work of the clerk will find this book user-friendly and straightforward. Experienced church clerks who want to sharpen their skills will find up-to-date ideas and suggestions to make the job easier.



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