

The Role of the Stake Clerk

Trainer

- Train new ward clerks and assistant stake clerks when they are called.
- Train clerks when new record-keeping programs are introduced.
- Train a clerk when he asks for help.
- Train clerks when a financial or membership audit indicates that there is a problem.



Administrator

- Provide the stake president with membership and financial reports.
- Provide other stake leaders with vital information for decision making.
- Analyze trends, strengths, and weaknesses within the stake.
- Supervise the work of ward clerks and assistant stake clerks.
- Prepare boundary and leadership change proposals requested by the stake president.



Record Keeper

- Keep accurate and up-to-date records on each member of the stake.
- Keep accurate financial records of all receipts and expenses.
- Keep accurate statistical records, and submit Quarterly Reports properly.
- Keep minutes of stake leadership meetings as requested by the stake president.
- Prepare an annual stake history, and submit it to the administration office.



Problem Solver

- Make clerks aware of sources of information that will help them solve problems.
- Contact the administration office for solutions when necessary.
- Make sure clerks take the Record-Keeping and Auditing Training lessons.

