

It is important to note that the role and duties of the assistant clerks vary from year to year and are determined in consultation with the current presiding clerk.

It is also important to note that the tasks of the assistant clerks are shared among four people (two assistant clerks from early Meeting and two from late Meeting). Individual assistant clerks will take on responsibilities based on their skills and interests, and **no one person will be expected to fulfill all duties**. (Obviously, it is important to have a few well-seasoned assistant clerks, but an assistant clerkship can also be a good position for a less knowledgeable Friend interested in learning more about Quaker process and becoming more involved in the Meeting. In other words, potential nominees should understand that there is some flexibility to the level of commitment they make and should not be intimidated by the breadth of the description that follows.)

**Duties of assistant clerks:**

- **Support the presiding and recording clerks in clerking Meeting for Business (MfB)**
- Attend the clerks' team meetings, monthly, in the week that precedes the First Day on which Meeting for Business (MfB) is held. The clerks' team is the group of Presiding Clerk, Recording Clerk and four Assistant Clerks.
- During the clerks' team, review items on agenda for MfB, and worshipfully consider those items to clarify questions that may arise, determine which items require a decision by MfB, determine whether items need more seasoning, and consider order of agenda and process for considering items.
- Assist clerk in following up with community members regarding upcoming business.
- Attend MfB fairly regularly, so as to be able to meaningfully contribute a sense of the currents that flow in Meeting, and a perception of the direction of the Spirit
- Fill in as needed for clerk or recording clerk. (Other candidates for this are past clerks/recording clerks, and so the pool of possible substitutes is by no means limited to the clerks' team).
- Represent the clerks' team in business that occurs outside of MfB, such as threshing sessions, Gathering sessions, and committees that are laboring and in need of support or a clerk liaison.
- Support the clerk and recording clerk, providing a sounding board for issues that may come up, asking questions and offering support.
  
- **Assist in closing Meeting for Worship**
- Currently, the two assistant clerks from early meeting take responsibility for closing (or finding someone to close) early (8:30) worship every First Day.
- The assistant clerks from late meeting are no longer responsible for assisting with closing late (11:15) MfB but can sign up to do so with M&C who are responsible for assign meeting closers.
  
- **Queries we attempt to discern in clerks' team meetings:**
- What will nurture the Spirit of our community most fully?
- What are the deep currents of Spirit in our community? What are the leadings of the Spirit?
  
- **Some skills or strengths which may be useful to an assistant clerk**
- Ability to sit and be grounded and discern the work of the Divine, the Meeting, the Presiding Clerk and the Recording Clerk.
- Willingness to close Meeting (particularly important for early meeting clerks).
- Knowledge of Quaker process (and/or willingness to learn more about it).
- Familiarity with Madison Monthly Meeting community.