

# Recorder

## I. General description

Collects and records vital data on attendance, membership status, births, deaths, and marriages. Files data with New England Yearly Meeting.

## II. Responsibilities

- Count the number of Friends attending Meeting for Worship each Sunday. Record the total number of attendees (adults and children).
- Keep records of births, deaths, marriages, membership applications, transfers, and withdrawals. This information can be gleaned from the minutes of our Monthly Meetings for Business.
- Each spring New England Yearly Meeting sends a request for submitting the statistics to their office. Submit the data as requested to the NEYM office, and send copies to the presiding clerks of Burlington Friends Meeting and Northwest Quarterly Meeting.
- Revise or re-approve this document in November of each year so it is up-to-date when Gifts and Service begins its work.

## III. Last revised: 9 December 2017