EDITORIAL NOTES.

BARRIE.—We understand the Baptist friends in Barrie are making arrangements for a grand social entertainment in the Town Hall, to take place on the evening of Thursday, the 10th of January prox. Among others invited to be present and take part on the occasion, are the President of the Convention and the pastor and choir of Jarvis street church, Toronto. Very satisfactory arrangements are being made with the authorities of the Northern Railway for the conveyance of the city visitors at reduced rates. The Barrie Church has a very warm place in the interest and affection of a great many of our city readers, and we have heard of a number of friends who are making their calculations to be present at the entertainment on the evening of the 10th prox.

CHURCH CLERKS will do well to read, mark, and thoroughly digest the carefully prepared and practical article in another column, intended for their special service "by one of them." What a blessing and comfort it would be if all our Church Clerks could be got to adopt the very systematic course of proceedure laid down for them. We hope our esteemed brother, the writer of the article, may see abundant evidence of the success of his suggestions in his future correspondence with the clerks of sister churches. We could wish that some one equally competent would take hold of our *Association* Clerks and furnish them with some ideas as to how their work ought to be done; but in the meantime, we commend to them a careful perusal of "The Work of Church Clerks."

YOUNG MEN'S ASSOCIATION.—In our last number we gave the name of our much respected brother, T. Dixon Craig, as the President for the year of the Y. M. C. A. connected with Jarvis St. church. Since then brother Craig—who was not present at the time of his election—has, from the pressure of other engagements and other circumstances, felt it his duty to decline the honour; and the Society thereupon elected, by a hearty and unanimous vote, brother D. E. Thomson, barrister, &c., who has already won for himself a large place in the esteem of the members. Bro. Thomson presided with becoming dignity and grace at the Young People's Social last Thursday evening, which, as will be found in another column, was a grand success.

TORONTO BAPTIST MISSIONARY UNION.—The first meeting of the Board of this Society since the death of its late President, took place on Friday evening last. There was a very large attendance. The chair was occupied by Thomas Lailey, Esq. A large amount of general business was transacted, and the following were elected officers for the coming year:—*President*, J. A. Boyd, Esq., M.A.; *Treasurer*, John Stark, Esq.; *Secretary*, Dr. H. E. Buchan. The following resolution was unanimously adopted on motion of brother J. B. McArthur, seconded by brother Stark:—

Whereas it has pleased God to remove from among us our President and brother, the late DAVID BUCHAN,—

Resolved, That we record our sense of the loss sustained by his family, the church in Yorkville, and this Board: That we bear our testimony to the high motives that actuated him in originating the Toronto Baptist Missionary Union, and in furthering the objects at which it aims. He desired to unite Toronto Baptists for the purpose of extending Baptist churches in the city, and was, to some extent, permitted to see good results follow from co-operation with his brethren.

THE YEAR BOOK.—Owing to some delay in waiting for "copy" from one of the Societies, the *Year Book* was not ready as we anticipated in our last issue, but it is so very near completion now that we are safe in saying that it will be ready before the New Year. In order to ensure early delivery, orders should be forwarded at once, *accompanied by the cash*, to Dr. H. E. Buchan, 47 Gould Street, Toronto. The price last year was 15c. per copy, *not* including postage, which on single copies is two cents. We believe the new Year Book will be the best yet.

THE CONVENTION.—The recent emergency meeting of the Home Mission Board was at least partially successful in tiding over for the present the results imminent from an exhausted and overdrawn treasury.

It will require only a very *general*, thoroughly *loyal*, and heartily *liberal* response on the part of all who call themselves Baptists, to the appeal for help, to place our Convention once more on a sound financial footing. There, we trust, —with the blessing of God, generous support on the part of the people, and wise prudence on the part of the Board,— it will ever remain thereafter: so that in all future time we shall, as a Convention, be able to comply with the inspired injunction:—"*Owe no man anything, but to love one another.*"

Contributed Articles.

THE WORK OF CHURCH CLERKS.

BY ONE OF THEM.

"Let all things be done decently and in order."

The following ideas are the result of considerable thought and observation upon a subject that is too seldom discussed. Every Church Clerk, at least, will appreciate any endeavor to reduce to something like a simple yet efficient system the work of his office. It is hoped that this paper will elicit discussion, and help towards this end.

BOOKS AND DOCUMENTS.

These should be securely kept in a portable box. About 8 x 10 inches is a convenient size for the Minute, Roll, and Letter books, which should be well made, and labelled. Fold foolscap sheets twice, the narrow way; full sheets of note once, in the direction of the ruled lines; other sheets as nearly this size as may be, for convenience in handling. Write title of each document at the top when folded. Documents in relation to members should bear the respective members' numbers. Elastic bands are best for holding together the different sets of papers. All the books and documents are open to the inspection of members at any time.

THE MINUTE BOOK.

This might be called the day-book. It supplies the other books with information. Reserve a few leaves at the end for names of officers and standing committees, giving the pages on which their appointment, duties, &c., are recorded. Each page should be numbered, and have a left-hand margin of about an inch, for the year, month, day and date of each entry. This left-hand margin is also to be used for members' numbers, thus: whenever a member's name is mentioned in the minute-book, write the member's number in the margin with colored ink or pencil. The name may itself be underlined. (The utility of this will be explained in speaking of the roll-book). Let the entries in the minute-book be brief, but comprehensive, and as accurate as possible. State only the facts; do not moralize or theorize; yet be careful to give *all* the facts. Reports, if in writing, need not be copied in the minute-book. Record the reading of it, and by whom; give its full title, and state the action taken. When reports are made orally, note all the points and record them accurately. When two or more names are to be recorded (as candidates, &c.,) devote a line to each name; this facilitates reference.