

HISTORIAN

The historian is responsible for keeping accurate records and photos of church events and milestones and organizing the information to preserve a historical library of the church's heritage.

Ministry Area/Department	Library
Position	Historian
Accountable To	Associate Pastor/Pastor
Ministry Target	Congregation
Position Is	Elected
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Good research and organizational skills • Very neat • Detail oriented
Best Personality Traits	Analyst-dependable or analyst-expresser
Passion For	Preserving a record of the church's history and accomplishments
Length of Service Commitment	One Year

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a month—occasionally more
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Clip and file any news or magazine articles about the church, pastor(s) or related ministries.
2. Keep photo archives by properly identifying photos of
 - a. All pastors and paid staff members who have served the church
 - b. Special events
 - c. Church building, grounds and any additions or improvements
3. Keep an up-to-date journal about any special services and events held at the church: revivals, homecomings, anniversaries, dramas, ministry fairs, etc.
4. Keep a record of church expansions and improvements; note dates, etc.
5. Keep up-to-date biographical information about the pastor(s).
6. Take photos of special people (speakers, etc.) and events, or arrange for someone else to do so.

7. File a copy of any church publication such as the church bulletin, poems written by church members, newsletters, etc.
8. File a copy of every church directory that is created.

Signature of Nominee: _____ Date of Signature: _____