

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	Corps Officers
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing 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	Two years

Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** one - three hours 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 or related ministries.
2. Keep photo archives by properly identifying photos of
3. All pastors and paid staff members who have served the church
4. Special events
5. Church building, grounds and any additions or improvements
6. Keep an up-to-date journal about any special services and events held at the church: revivals, homecomings, anniversaries, dramas, ministry fairs, etc.
7. Keep a record of church expansions and improvements; note dates, etc.
8. Keep up-to-date biographical information about the pastor(s).
9. Take photos of special people and events, or arrange for someone else to do so.
10. File a copy of every church yearbook that is created.