Church Historian

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| **Ministry Area/Department** | Discipleship |
| **Position** | Church Historian |
| **Reports To** | Pastor and Administration Area Director |
| **Ministry Target** | Congregation and community |
| **Position Is** | Stipend |
| **Position May Be Filled By** | Church member in good standing |
| **Minimum Maturity Level** | Stable, maturing Christian, tither |
| **Spiritual Gifts** | Servanthood • Knowledge • Discernment • Administration |
| **Talents or Abilities Desired** | Show evidence of an interest in history. Have the ability to gather information from several sources, as well as listen and communicate well with people of all ages. Compile creative displays and plan programs and events to share the history of the congregation. |
| **Best Personality Traits** | Dependable • Organized • Friendly • Professional • Neat |
| **Passion For** | Interest of the community’s history and connecting it with the congregation’s past. |
| **Length of Service Commitment** | Two year minimum |

# Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** two (2) hours each week
2. **Participating in meetings/training:** on an as-needed basis

# Purpose

The Church Historian will document the historical identity of a congregation with orderly records so that heritage will be preserved and can be built on in the future. The congregation can easily trace its efforts of the past for fulfilling the mission of making disciples of Jesus Christ for the transformation of the world. By understanding the past, the local church historian helps the congregation envision and live into the church’s best future.

# Getting Started

1. Talk with others in the church and community who have an interest in building a historical record. Learn about community groups, events, and programs to increase your knowledge of local history and the relationship of the church with community and global historical events.
2. Review the historical materials and collections of the congregation to determine what needs to be done to update, preserve, and interpret the material.
3. Convene a meeting of a group of interested people to help you evaluate, share hopes and concerns, and plan for your work.
4. Learn from people in your congregation, especially long-time members and people present during significant events. Collect oral histories as appropriate.
5. Participate in workshops, training, and information sessions in the church and community, to gather ideas and collaborate with others.
6. Connect to the annual conference commission on archives and history. They have resources that can help, as well as guidelines on what should be kept and suggestions on how to keep and manage those records.

# Ongoing Responsibilities/Duties

Duties of the Church Historian include:

1. Review the historical materials and collections of the congregation to determine what needs to be done to update, preserve, and interpret the material to people of all ages.
2. Keep records in good order and interpret the history to others, particularly emphasizing the history of faith and the impact of “lived faith” on the larger community.
3. Document events and collect material to add to the historical record of the congregation.
4. Build a team of interested people who can help with the tasks.
5. Assist the pastor and others in the annual observance and celebration of anniversaries significant to the church and community.
6. Historian and team will link with organizations, people, and resources in and beyond the congregation that are concerned with history.
7. Establish an archive if one does not already exist and encourage all church officers to keep accurate church records.
8. Provide for the preservation of important and historical materials that are no longer in current use.
9. Serve as a member of the committee on records and history (if one exists).