



# FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

## Job Description for Church Historian

**Connecting, Teaching, Living** – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

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Volunteer Job Title:	Church Historian
Reports to:	The Administrative Board
Length of commitment:	Two years
Schedule:	Meet as needed but stay in touch with your team as you coordinate the efforts of recording our churches historical identity.

Purpose:	The historical identity of a congregation will be documented with orderly records so that heritage will be preserved and can be built on into the future. The congregation can easily trace its efforts of the past in fulfilling the mission of making disciples of Jesus Christ for the transformation of the world.
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### Job Duties

- Review the historical materials and collections of the congregation in order to determine what needs to be done to update, preserve, and interpret the material to people of all ages.
- The historian will 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.
- The historian will document events and collect materials to add to the historical record of the congregation.
- Talk with others in the church and community who have interest in building a historical record.
  - Learn from people in your congregation, especially long-time members and people present during significant events. Collect oral histories as appropriate.
- The historian will build a team of interested people who can help with the task.
  - Ask a group of interested people to help you to evaluate, share hopes and concerns, and plan for your work. Share the ministry with others by delegating projects to people in the church or community who share your passion.

- Guide the work of the history ministry team throughout the year, including planning the agendas and presiding over meetings.
- The team will lead the congregation in celebration of the annual Heritage Sunday and other efforts for congregational and/or community celebration of history.
- The team will link with organizations, people, and resources in and beyond the congregation that are concerned with history.
  - 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.
  - District and conference leaders. Be alert to community historical groups, lectures, reunions, and other community events that might related to the congregational history. As you travel, visit other congregations and sites of historical significance in order to learn about the heritage of faith traditions.
- The historian is accountable to the charge conference through the Administrative Board.

This information was taken from <http://www.umcdiscipleship.org/resources/church-historian>. For more information on the Church Historian volunteer position, please visit the website.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!