



## Job Description for Membership Secretary

**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: Membership Secretary  
Reports to: Senior Pastor / Charge conference through the Administrative Board  
Length of commitment: Two years  
Schedule: Once a month unless otherwise needed

Purpose: The Membership Secretary keeps accurate membership records so that the church knows its current reality and can plan for growth in professions of faith, baptisms, members, and discipleship.

### Job Duties

- This leader works with the pastor to keep accurate, and current, records for all membership rolls including
  - Baptized members
  - Professing members
  - Constituents
  - Affiliate and associate members
  - People removed from the roll due to death or transfer of letter
- This person maintains a list of members received and those to be removed from the rolls. The United Methodist Book of Discipline defines categories of membership and the process for removal of members.

This information was taken from <http://www.umcdiscipleship.org/resources/membership-secretary>. For more information on the Membership Secretary volunteer position, please visit the website.

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

**“For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” Mark 10:45**