

CENTRAL BAPTIST CHURCH OF CAMP SPRINGS

CHURCH OFFICER POSITION DESCRIPTION

Historian

Duties:

1. Gather and preserve all significant Church records for archival purposes. Work closely with Church Administrator and Assistant Church Administrator in acquiring and maintaining Church records.
2. Record full and accurate records.
3. Use records to help members understand and appreciate their heritage and mission.
4. Prepare and update Church history at regular intervals.
5. Recommend policies and procedures regarding historical records.
6. Seek ways to educate and inspire Church members through the use of Church history information.
7. Collect Church data and prepare the facts for proper presentation.

Qualifications:

- 1 Must be a member of Central Baptist Church in good and regular standing as outlined in the Church Constitution and By-Laws.
- 2 Must be a member of Central Baptist Church for at least five (5) consecutive years.
- 3 Must be a Christian who holds fast to the faith and Gospel of Jesus Christ.
- 4 Must attend worship service on a regular basis.
- 5 Must work well with others.
- 6 Must support the Pastor and the Vision of the Church.