

## HISTORIAN & LIBRARIAN MINISTRY TEAM

The historian and librarian ministry team 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.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Historian & Librarian
<b>Accountable To</b>	Historian & Librarian Director
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Volunteer
<b>Spiritual Gifts</b>	• Administration • Serving
<b>Talents or Abilities Desired</b>	• Good research and organizational skills • Very neat • Detail oriented
<b>Best Personality Traits</b>	• Dependable • Consistent
<b>Passion For</b>	• Preserving a record of the church's history and accomplishments • Helping others grow through church resources

### RESPONSIBILITIES/DUTIES

- Clip and file any news or articles about the church, pastor, or related ministries.
- Keep photo archives by properly identifying photos of pastors, members, church events, church buildings and improvements.
- Keep an up-to-date journal about any special services and events held at the church: revivals, homecomings, anniversaries, ministries, etc.
- File a copy of every church directory and bulletin that is created.
- Obtain new and used books for church library and oversee books checked out and returned.