



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

RECORDS AND HISTORY

Job Description

Overview / 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, thus upholding CUMC's vision and mission.

Responsibilities

- 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
- Keep records in good order and interpret the history to others, particularly emphasizing the history of faith the impact of "lived faith" on the larger community
- Document events and collect material to add to the historical record of the congregation

Length of Service

- 2 – 3 years

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy

Mission: To Know Christ and to Make Him Known



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CHAIRPERSON

Show evidence of an interest in history, the ability to gather information from several sources, skills in organizing, classifying and preserving historical material

Ability to listen to and communicate with people of all ages, compile creative displays and plan programs and events to share the history of the congregation

- Elect a Vice-Chair and a secretary to record minutes at the first meeting of the year
- Communicate with your staff liaison to discuss the agenda for the meetings
- Update social media
- Build a team of interested people who can help with the tasks
- Coordinate with the Worship Team a celebration of the annual Heritage Sunday and other efforts for congregational and/or community celebration of history.
- Link with organizations, people and resources in and beyond the congregation that are concerned with history
- Guide the work of the history ministry team throughout the year including planning the agendas and presiding over meetings

Other Committees you will serve on

- Council on Ministries