

## RECORDS ADMINISTRATOR

The records administrator is responsible for keeping up-to-date records on church attendance and membership. These records will be available for examination by church leaders to help determine the state of the church and develop plans for spiritual and numerical growth as well as look at the need to expand the church's ministry or building facilities.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Records administrator
<b>Accountable To</b>	Pastor, executive pastor or assistant pastor
<b>Ministry Target</b>	Church in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration
<b>Talents or Abilities Desired</b>	Accurate math skills • Attention to detail
<b>Best Personality Traits</b>	Dependable • Serious
<b>Passion For</b>	Facts and figures
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as needed

### RESPONSIBILITIES/DUTIES

1. Compile all attendance records from various church department leaders, ushers, etc. and input totals/results in weekly, monthly and yearly reports.
2. Keep all reports, either in print or on computer disk, for future reference and comparison.
3. Keep an up-to-date record of all church members, adding statistics and information on new members as well as updating statistics and information when members transfer membership to another church.