

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.

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