**Job Description**

**Job Title:** Church Historian

**Reports To:** Pastor

**Purpose:** To preserve & celebrate the history of Faith Fellowship Cumberland Presbyterian Church.

**Scope:** All historical documents, pictures, records, and etc.

**Primary Responsibilities:**

• Establish an archives if one does not already exist

• Encourage the keeping of accurate church records

• Provide for the preservation of all records and historical materials no longer in current use

• Promote interest in the history and heritage of our congregation & the Cumberland Presbyterian Church in general

• Assist the pastor and others in the annual observance of Denomination Sunday and in the celebration of significant anniversaries

• Serve as a member of the Committee on Records and History, if one exists or is developed in your congregation

• Help those who wish to do research in your church's records