

HISTORY COMMITTEE
Bethel United Methodist Church
Ministry Position Description (July 2012)

The History Committee is responsible for preserving the history of the local church. Responsibilities include keeping historical records up to date; provide an annual report on the care of church records and historical materials to the Church Council; provide for the preservation of all local church records and historical materials include all documents, minutes, reports, letters, pamphlets, photographs, audiovisuals, and sound recordings. The committee chair should relate to the Annual Conference Committee on History and Records for guidelines and information on the establishment of a local church archive room.

The Outgoing Chairperson will “Shepherd” incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

The chairperson will call meetings as needed, but meetings will be held at least quarterly. The chairperson will consult with team members to carry out responsibilities of the team.

The Chair serves on the Church Council, which meets 4th Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.