

Example

Job Description for Congregational Historians

The Congregational Historian is accountable to the Church Council, and is (appointed/elected) for a ___ year term.

The Congregational Historian is responsible to:

1. Assure preservation, in cooperation with the pastor(s) and other congregational staff, of historically-significant records, audiovisual recordings, photographs, and artifacts created within the life of the congregation.
2. Deposit congregational records in a Mennonite Archives recognized by the Mennonite Church Eastern Canada under the direction of the Church Council. (Consult with the Archivist to determine the records that should be preserved.) The MCEC archives are deposited at the Mennonite Archives of Ontario at Conrad Grebel University College, Waterloo, Ontario.
3. Encourage congregational members to donate personal historically-significant books, papers, audiovisual recordings and photographs in their possession to the Mennonite Archives of Ontario or other recognized Mennonite Archives.
4. Maintain a current record of congregational membership.
5. Attend a Congregational Historians workshop sponsored by the Mennonite Historical Society of Ontario.
6. Be prepared to make brief presentations on congregational and Mennonite history to persons or groups in the congregation or local community.

This sample job description was prepared by the Historical Committee of the Mennonite Conference of Eastern Canada
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