

FIRST UNITED PRESBYTERIAN CHURCH

MEMBERSHIP ROLL TEAM MEMBER

MINISTRY DESCRIPTION



Objective: You will help FUPC to glorify God through active discipleship and faithful service in maintaining accurate records of active members, visitor attendance, and member participation in the various ministries and activities of First United.

Result #1: Accurate information is gleaned from the Clerk of Session, the Pastor, the office staff and the Chair of the Evangelism & Membership Committee regarding deaths of members, induction of new members, departure of members, and the participation of members in various ministries throughout the church.

Result #2: Assistance is provided as necessary to the office staff and office volunteers to enter weekly attendance data into the church database (ACS).

Result #3: Assistance is provided as necessary to the office staff and office volunteers in updating the ACS database regarding changes in member status to include new members, departing members, deaths, births, etc.

Result #4: Assistance is provided as necessary to the office staff in preparing periodic reports of lists of current members, lists of frequent visitors, and other information needed by the E&M Committee or the Pastor or Clerk of Session.

Team Composition (number): 1 or 2 volunteers

Time Commitment: 1 hour per week, depending on the amount of assistance needed.

Special Talents and Skills Preferred: Basic computer skills, attention to details.

Spiritual Gifts: Administration, Helps,

Support and Accountability: The Chairperson for Evangelism and Membership.

Resources and Training Provided: Office Staff and Clerk of Session can provide guidance and resources regarding the assistance that may be required.

Thank you for considering this important ministry.