

**Huntsville First United Methodist Church**

**Membership & Records Administrator**

**Job Description**

**Hours: Full time**

**Supervisor: Church Business Administrator**

**Overview:**

The Membership & Records Administrator serves to maintain the membership records of the church (births & baptisms, marriages, hospitalizations & deaths). Provides all official reports and records to the North Alabama United Methodist Conference. Supports the mission statement and ministries of Huntsville First United Methodist Church.

**Position Duties and Responsibilities:**

∙ Maintain accuracy of church records by entering membership information and data into church

 database system; including social media & online information births, baptisms, hospitalizations,

 deaths);

∙ Collect and disseminate prayer and concern lists weekly (maintain confidentiality)

∙ Enter weekly church attendance into Church database and provide Pastors with new visitor contact

 information every week

∙ Coordinate and complete all district and conference reports (weekly attendance, benchmark and

 annual reports)

· Develop and produce all certificates (births, confirmation, marriage)

· Advises and provides training to other staff to the database system including record systems and

 database searches and reports

· Coordinate the tracking of contacts for First Care and Stephen Ministry

· Manage all calendaring for events into Church Software: process event requests to book spaces and any technical

 needs, room layout. Set door lock system to allowd timed access for events.

 Other duties as assigned