

UUFH Shared Ministry Position Description

Position Title: Database Administrator **Cluster:** Administration and Facilities

Purpose of Position/Description:

In order to minister to our community with care, we need to have detailed information on UUFH committees and individuals available for use by UUFH staff and leadership. Responsible to the Fellowship Administrator.

Responsibilities:

1. Enter data when necessary
2. Develop, maintain, and modify PowerChurch structure as needed
3. Coordinate with committees and leadership regarding their information needs
4. Write custom reports as needed and desired by staff/leadership
5. Oversee the data entry of others
6. Troubleshoot and solve database/software problems
7. Teach/mentor those learning data entry and data management

When is this ministry performed/Amount of time required:

Minimum of two hours a week; could be one full day or more depending on the “challenges.” Work can be done any time at UUFH and some of it can be done at home if the software is installed on the person’s home computer. Would work with staff during the week when the staff person is at work. Would work with congregants when they are available.

Qualifications:

1. Excellent computer skills and ability to teach self from written materials, Internet, etc.
2. Patience and attention to detail
3. Determination and ability to use various creative ways to solve problems
4. Knowledge of the Fellowship and its congregants so decisions can be made regarding unclear/confusing/”touchy” information
5. Ability to determine what and how information needs to be entered so desired results can be accomplished
6. Ability to teach database skills to others, recognizing their abilities and meeting their needs
7. Ability to work with all in the UUFH to determine what everyone wants and needs in the way of information

Training Provided:

Initial orientation and mentoring with the use of manuals, tutorials, etc.

Support Provided:

Ongoing support as needed.

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

It takes many months to completely understand PowerChurch and how we use it – to be able to teach it, generate complicated custom reports, and to troubleshoot. Someone with all the qualifications listed above could acclimate more quickly. Ditto someone with database experience. At least one year commitment is requested.

Note: In order to ensure effective succession planning, included herein is the responsibility to have a “trainee” in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

Knowledge that a necessary job is being done. Positive feedback from those benefiting from the information and data.

Prepared by:

Approved by BOT on: [date]