

**UUFH**  
**Shared Ministry Position Description**

**Position Title:** Historian/Archivist

**Cluster:** Stewardship

**Purpose of Position/Description:**

Celebrate the legacy and connect with the Fellowship's history.

**Responsibilities:**

- To maintain important records of the Fellowship securely, in archival format as much as possible, and to see that the records are filed in a logical and accessible manner
- To review the innumerable papers and records generated by the Fellowship to determine which among them should be kept and which, given the limitations of storage space, should be discarded
- To submit budget requests for the purchase of archival paper, photograph holders, manila folders and appropriate storage containers
- To give occasional talks to members and committees illustrating UUFH history using the material so far maintained
- To make occasional trips to the Huntington Town Archives to research their holdings for items pertinent to the Fellowship's history

**When is this ministry performed/Amount of time required:**

As part of their regular routine, the historians spend from two to eight hours weekly maintaining new and old records. More time is required when preparing for presentations or researching specific topics

**Qualifications:**

Interest in, and dedication to the history of the Fellowship

**Responsible To:**

The Stewardship Cluster

**Training Provided:**

The UUA makes available instructional materials for churches and fellowships that are seeking ways to maintain historic records. The current three historians are delighted to share whatever knowledge we have gathered over the years and, even more important, to hear new ideas

**Support Provided:**

The Fellowship provides both budgetary and moral support

**Board-Appointed?**

No

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

Record maintenance is a forever task so the length of one's commitment can be as long as is desired

*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:**

As the locus for important legal and financial records and for earlier newsletters, Board minutes and material illustrating significant past events, the archives enables members and friends to acquaint themselves with Fellowship history

**Prepared by:**

**Approved by BOT on: [date]**