



*Living God's Word,
Sharing God's Love*

MINISTRY DESCRIPTION

Equipping Ministry Data Administrator

Vision

The vision of the Data Administration Team is to enable Equipping Ministry through the use of database technology.

Title

Equipping Ministry Data Administrator.

Purpose

Maintain all data related to Equipping Ministry.

Responsible to

Equipping Ministry Team.

Description of Duties

- Plan and administer all functions related to the gathering, recording and dissemination of Equipping Ministry and Servant data.
- Prepare a budget request for the Equipping Ministry Foundation Team for the coming year.

Budget Responsibilities

Provide information about any budget needs to the Equipping Ministry Team Leader.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting.

Time Required:

2-5 hour weekly – 10-15 hours monthly.

Term

2 years minimum, renewable.

Training and Resources

- Familiarization of the Servant database and Servant attributes provided by the previous team leader.
- www.ChurchVolunteerCentral.com web site.

Background Check

Required for this position.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

Qualifications/Special Skills

- Computer administration, database techniques, and ShelbyNext database.
- Pursuing a personal spiritual journey.
- Ability to work alone and with others.
- Possess “self-starter” qualities.
- Willingness to serve in an important position but with little or no recognition.
- Possess one more of the following spiritual gifts:
 - Administration (R)
 - Leadership (D)
 - Teaching (D)

* R - Required; D - Desirable

Benefits to the Servant

Helps Equipping Ministry track and interpret individual Servant related data. Helps the church track Servant activities and match Servants to ministries that are appropriate to their individual spiritual gifts, skills, passions, traits, and spiritual maturity. Great way to meet and interact with members. Enhances computer administration skills.