



## DETAILED MINISTRY DESCRIPTION

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

*Data Entry Specialist*

### ***Computer Networking Team Vision***

Computer networking excellence for LUMC.

### ***Mission***

The mission of Computer Networking is to provide excellent computer networking technology in support of the church's ministry.

### ***Title***

Data Entry Specialist.

### ***Purpose***

Provide onsite data entry support for the church.

### ***Responsible to***

Computer Network Manager.

### ***Description of duties***

- Enter data into the Shelby Church Management System as needed.
- Attend meetings occasionally as directed by the Equipping Ministry Team Leader.

### ***Budget Responsibilities***

This position has no budget responsibility.

### ***Time requirements***

There are some projects that require onsite data entry support for the church. Time requirements will vary. If a new project is started the time needed could be one or two hours per day for a short period of time. There will be periods of time when there is no data to be entered for several weeks. Overall, the time should not exceed an hour per week or about 3 - 5 hours per month.

### ***Term***

One year, renewable.

### ***Training and resources***

- Onsite training by the Equipping Ministry Team Leader or a member of the paid staff.
- A computer and sign on code.

### ***Background Check***

Required for this position.

### ***Qualifications, skills, and gifts***

- Knowledge and use of computers.
- Knowledge of the Shelby Church management System.
- Speed and accuracy with a keyboard.
- Ability to work alone to accomplish the job.
- Possess one more of the following spiritual gifts:
  - Administration (D)
  - Helps (D)

\* R - Required; D - Desirable

### ***Benefits to the Servant***

Satisfaction that you are using your gifts and abilities as a vital part of enhancing the church's spiritual ministry to the congregation and to the community.