

## **Job Description for Members of the Commission on Archives and History**

Persons who would like to serve on the Florida Conference Commission on Archives and History should have a passion for serving, an interest in history and the preservation of that history, and the time commitment to serve. The commission seeks persons who are willing to share their gifts and graces and who are enthusiastic, energetic, and creative. They will be advocates for the work of the commission, which is the Ministry of Memory, making the history of Methodism come alive through the remembrance of persons and events that make us who we are today.

The term of office is four years, and a person may serve two terms. Official meetings are held twice yearly, in January and June (during Annual Conference). Special or ad hoc committees may meet more frequently. Travel and lodging reimbursement is available at the rates set by the conference. Business may be conducted electronically when appropriate.

Commission members serve as representatives of their districts; consequently they are asked to assist the local churches in their districts in preserving their records, compiling their histories, and celebrating their heritage. They also assist closing churches in determining what records to pass on to the conference archives.

On the conference level the commission, in cooperation with the archivist, oversees the collection, preservation, and accessibility of the historically significant records of the conference and its agencies, including data relating to the origin and history of the conference and its antecedents. It also oversees the safekeeping of the historical records of discontinued churches.

The commission also plans for special events, celebrations, and exhibits related to the history of the Florida Conference. It nominates significant places in the conference to be designated as Historic Sites or Heritage Landmarks by the General commission on Archives and History. Other duties can range from administrative tasks to publicity to historical research. Commission members may be asked to lead workshops for local church historians in their districts.

Persons wishing to become members of the commission should apply by submitting an online form, which can be found at <https://www.flumc.org/applicationtoserve>.

Further information is available from the representative from your district, the chair of the commission, and the archivist. See the list of commission members at [www.flumc.org/archivesandhistory](http://www.flumc.org/archivesandhistory)