



Dear Pastors,

On behalf of the Florida Conference **Commission on Archives & History**, we prayerfully ask for your support and immediate action!

According to our conference database, only a handful of churches have a designated historian (63 out of 647 to be exact.) This information can be entered in the conference database at any time. As you can see, many churches have overlooked this important responsibility. Whether due to oversight, neglect or simply not knowing how to enter the information in the database, the Commission hopes this can be rectified soon and has set a goal to have 100% of all our churches designate a local church historian by the end of 2017.

Here is what we are asking you to do:

1. Review your church's data to ensure you have assigned the position of historian to a lay person.
 - a. Go to www.flumc.org and click on the **Church Dashboard** link.
 - b. Enter your church login username and password. If unknown, call your district Administrative Assistant.
 - c. Look for and click on the Leaders link which will take you to a listing of **your church leaders** in the conference database
 - d. Scroll down to Historian. If there is someone listed and this person is *the right leader* who will be receptive to receiving e-communications and training from us in 2017, then you do not have to do anything else. Thank you!
 - e. If your designated Historian is not listed, go to the drop-down menu above where it says *"Please select a position to assign to a new leader to it."* Click on this link and select "Historian." Enter the start-end dates and either find your designee's name (if he/she is already serving in a leadership position) or add their name and complete contact information.
 - f. Finally, click on the *"Add Assignment"* button to save, and you are done!

Our plans are to begin communicating directly with all historians beginning in February, but this cannot be accomplished without your help. Please check

your church's dashboard/data as soon as possible and don't forget to designate a historian at your Charge Conference, if you have not already done so. [*NOTE: Selecting someone who uses email to correspond and communicate is essential to this position.*]

Thank you for your time and attention to this vitally-important matter. If you have questions, do not hesitate to contact us either by phone or email. Thanks again and God bless!

Most sincerely,

Anita Campbell, chair
Commission on Archives & History
Anita.campbell2468@att.net
(386) 734-9224

Nell Thrift, Archivist
Commission on Archives & History
thriftmail@aol.com
(863) 680-4992

Dist: Bishop, Assistant to the Bishop, All Local Clergy, CAH Members, DS, District AAs

Florida Conference of The United Methodist Church
450 Martin L King Jr Ave, Lakeland, FL 33815 | 863-688-5563



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