

# Archivist/Historian

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## Basic Function

The archivist/historian is responsible for the gathering, care, and maintenance of the archives and records of the Third Reformed Church.

## Specific Responsibilities

- a) Process and file the records and archival materials generated by the staff, consistory, and committees of the congregation in the Records Room on the Lower Level.
- b) Properly store the records and archives that include items such as minutes, bulletins, photographs, some versions of the Bible, artifacts, historical pamphlets, membership records, pictorial records of the church members and all such items relating to the history of the congregation in the Records Room.
- c) Be responsible for the placing of historical exhibits in the Van Lare exhibit case in the Gathering Place.
- d) Maintain a record of the fine art of Third Church and its proper care in the Records Room.
- e) Become an authority on the history of the congregation and produce, if possible, an updated history of the congregation at twenty-five year intervals.
- f) Promote a better understanding of the history of the congregation to the members of the church.
- g) Upon occasion and with the permission of consistory, transfer certain records to the Joint Archives of Holland for proper care and handling.

## Accountability

The Archivist/Historian is responsible to the consistory with direct supervision provided by the church administrator.

## Classification

The archivist/historian is a regular, part-time, exempt (volunteer) position.