Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
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</thead>
<tbody>
<tr>
<td>Family Search Missionary</td>
<td>10634</td>
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<td>05-09-2011</td>
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General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

The primary purpose of this position is to help serve individuals with recording of family history and research procedures. Other duties could include helping maintain historical records such as census, birth and death certificates for the use of family history patrons.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

Help members and nonmembers to understand the Family History programs and methods to research their own family history. Also may be asked to help monitor and maintain such records as census, birth, death and other historical records as well as answer questions from volunteers who are indexing historical records. Could be assigned to make calls to genealogical societies and libraries in order to maintain relationships with family search. Help patrons with on line research and ordering of family history films and other data to aid in their research.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

Must be familiar with computer use and various computer programs as well as some experience with family history related computer programs. Must have a computer, telephone and internet connection in your own home. Should have a compassion for family history that will excite the patrons who you come in contact with. This requires a patient, caring personality. CSM will serve primarily from their own home. Should be able to schedule 16 hours a week in two to four hour blocks of time. Total time of service should be for a minimum of 12 months but could be extended up to 30 months.