

First Baptist Church  
Blue Springs, Missouri

Ministry Description

**Title: S.H.A.P.E. Data Entry Facilitator**

**Gifts, Skills, Talents, Qualifications:**

Administration, Helps, skills in computer processing, ability to understand data entry processes and programs related to, schedule allowing time to work in the church office during office hours, Mon-Friday, 9-5.

**Responsibilities:**

- Collect S.H.A.P.E. information sheets from the S.H.A.P.E. ministry leader
- Update information into the computer program designed to hold all S.H.A.P.E. inventories
- Update program as necessary to ensure it is providing the highest level of information that is most appropriate for the needs of the church
- Create reports based on the needed information requested from church leadership
- Develop surveys to obtain necessary information needed from church membership
- Attend 1-1 ½ hour monthly S.H.A.P.E. meetings to remain informed about the ministry

**Time Commitment:** Approximately 4 hours per month; following retreats approximately 2 hour commitment to enter data; Depending on report needs or program updates other time commitments will fluctuate. Facilitator will also attend 1 meeting per month, each lasting 1-1 ½ hours.

**Training/Support Provided:**

Orientation and monthly meetings.