

Journey With Christ
Position Description: Registrar/Keeper of the Lists

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” - 1 Peter 4-10

General Qualifications

- Live the life of a disciple daily through:
 - Prayer
 - Study
 - Service (action)
- Regularly attend a local church
- Actively participate in the Journey With Christ (JWC) Community:
 - Serve on at least one Journey Team each year.
 - Pray for Directors, Team members, Board members, Community, and other Journey With Christ needs.

Registrar Specific Responsibilities

JWC Board Responsibilities:

- Participate in JWC Board Meetings to include:
 - Provide a report of activities since the last JWC Board Meeting.
 - Recommend changes to JWC Policies or Bylaws to address lessons learned.
 - Nominate Director candidates.
 - Nominate Board member candidates.
 - Participate in Board discussions.
 - Make motions.
 - Second motions.
 - Vote on motions brought before the Board.
- Participate in Board discussions that take place outside of official meetings (generally email discussions).
- Keep the Community informed of Journey With Christ activities, issues, and needs.
- Inform Board of Community issues and needs.
- Serve on a JWC Committee

Specific Registrar Duties:

- Maintain the Journey Community Database to include the following information:
 - Name
 - Mailing address
 - E-Mail address
 - Phone number(s)
 - Home Church

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- Positions worked
- Birthdate (or, as a minimum, identification as “Youth” (younger than 18 years), “Young Adult” (18 to 25 years), or “Adult” (over 25 years))
- Emergency contact information
- Special Diet needs / restrictions
- Date of last adult background screening
- Registration information for each active Journey weekend
- Archive Registration information for completed Journey weekends
- Administer the Online Worker Registration system:
 - Create registration “Campaigns” on RegFox for Worker registration
 - Process worker registrations entered into the RegFox online system
 - Obtain parental consent for minor Workers (less than 18 years old)
 - Periodically provide the Treasurer a report of online registration Worker payments and associated fees.
- Maintain a supply of JWC Crosses for Caterpillars and first time Adult Workers.
- Maintain a supply of JWC Brochures.
- Maintain a supply of JWC Sponsor Brochures.
- Process Worker Registrations (these actions apply to both online and paper registrations):
 - Update the Journey Community Database to incorporate information from the Worker Registration form.
 - Process adult background checks for Workers who are 18 years and older:
 - Notify those who need to submit an Adult Background Screening form (first time working and at least every three years after) before the registration can be completed.
 - Use the Washington State Patrol WATCH database (or other similar method) to conduct adult background checks using the information provided by the Worker on the Adult Background Screening form. Identify Workers to the President, Past President, and President Elect who fail to pass the background check and proceed as specified in the JWC Policies.
 - Verify that the “Applicant’s Declaration in Lieu of Background Criminal Check & Authorization to Complete Background Check” is signed on page two of the Adult Worker Registration form. This must be signed before the registration can be completed.
 - Update the Registration section of the Journey Community Database to reflect successful registration of the Worker:
 - Add the Worker to the specific Journey for which they have registered.

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- Note if the Worker will be a Sponsor, and if so, record the Caterpillar(s) names.
- Record if the worker fee has been paid including the amount and check number if applicable.
- Enter any medical information from the Worker Registration form.
- Identify whether the Worker wants to receive a copy of the group picture in their Fourth Day Packet.
- Periodically forward the Worker information from the Registration section of the Journey Community Database to Directors.
- Process Caterpillar registrations:
 - Enter the Caterpillar’s information into the Journey Community Database.
 - Update the Registration section of the Journey Community Database to reflect successful registration of the Caterpillar:
 - Add the Caterpillar to the specific Journey for which they have applied.
 - Add the Sponsor to the Caterpillar record
 - Add the Parent(s) to the Caterpillar record if they have previously participated in the JWC Community, if not, enter “N/A”
 - Send a letter and a JWC Brochure to the Caterpillar to provide details on what to bring to the weekend and some general information about the JWC experience.
 - Send a letter and a JWC Brochure to the Parent to provide details associated with the Journey including Agape’, Send Off, Candlelight, and Closing.
 - Send a letter, a JWC Brochure, and a Sponsor Brochure to the Sponsor to provide details on their responsibilities as a Sponsor, before, during, and after the weekend.
 - Periodically forward the Caterpillar information from the Registration section of the Journey Community Database to Directors.
- At the start of each JWC weekend, provide Recorders with:
 - Electronic registration files
 - Caterpillar and Worker Registration forms for all weekend participants
 - Crosses for Caterpillars and first time Adult Workers
 - Cash bag
 - List of Workers who have not yet paid their Worker fee
- Following each weekend perform the following:
 - Update the Journey Community Database using the information provided by the Recorder:
 - Changes to personal information (phone number, address, e-mail, etc.)
 - Position in which each Worker served
 - “First Journey” field for each Caterpillar
 - Delete the Registration section entry for any Worker who did not attend.

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- Delete the Registration section entry for any Caterpillar who did not attend.
- Archive the Registration information for the weekend.
- Deposit funds collected by the Recorder or give them to the Treasurer to make the deposit.
- Destroy the hard copy Caterpillar and Worker registration forms (the Adult Background Screening forms are retained for the period identified in the JWC Policies).
- Contact Sponsors of Caterpillars who did not attend to determine their plans to sponsor on a future weekend.
- Maintain an history file with the following information:
 - Electronic file:
 - All event weekends (label as Girls, Boys or Young Adult and Number)
 - Dates (MM/DD/YY)
 - Location (Church, City, State)
 - Directors (Lay, Youth, Co)
 - Theme
 - Scripture
 - Song
 - Hard copy files:
 - Group Picture
 - Group Picture Key
 - Periodically provide a copy of the electronic history file to the Web Servant to be added to the electronic history file that is posted on the JWC Web Page.

“And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another.” - Hebrews 10:24-25