



CSC Volunteer Profile

Data Doctor

Position Summary:

The Data Care Team serves Centre Street Church by maintaining clean and reliable people records in RockRMS. Volunteers review potential duplicate profiles, compare information, and merge records using clear guidelines and staff support. This work helps ministries connect with people more effectively and reduces confusion in communication, attendance, and pastoral care.

Ministry Vision:

Communications seeks to provide people with the information they need to be introduced to Jesus and to know the next step they can take at CSC to become His devoted follower.

Duties & Responsibilities:

- Review identified duplicate profiles in the church database using provided training and guidelines
- Compare names, contact details, family connections, and activity history to confirm matches
- Merge records carefully according to established procedures
- Flag uncertain cases for staff review rather than guessing
- Participate in an optional weekly in-person session for collaboration and support (food provided)
- Serve with focus, discretion, and care when handling personal information
- Expectation to keep data and information confidential

Time Commitment:

- Flexible remote serving options (can be done from home)
- Optional in-person work session monthly
- Typically 1–2 hours per week, depending on availability

Qualifications & Requirements:

- Comfortable using a computer and learning simple tools (training provided)
- Detail-oriented and attentive to accuracy
- Able and willing to complete a background check in order to have access to sensitive data
- Enjoys behind-the-scenes work that supports ministry

- Able to uphold confidentiality
- No technical background required

Getting Involved From, Ministry Partner Agreement, Confidentiality Agreement, Police Check Instructions

Volunteer Benefits:

- Tangible Impact
- Improves how our church connects with people
- Flexible Serving
- Much of the work can be done on your schedule
- Community
- Optional weekly sessions provide connection, collaboration, and food!
- Skill Building
- Learn practical data and administrative skills
- Shared Mission
- Support ministries across CSC through faithful, behind-the-scenes service

Gifts:

Administration