

## LIBRARIAN

The librarian is responsible for organizing and maintaining the church library.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Librarian
<b>Accountable To</b>	Associate Pastor/Pastor
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Elected
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Serving • Exhortation • Administration
<b>Talents or Abilities Desired</b>	Strong organizational skills • Experience in library work helpful • Able to type and write legibly • Detail oriented
<b>Best Personality Traits</b>	Analyst-expresser or analyst-dependable
<b>Passion For</b>	Helping others grow spiritually through printed and audiovisual resources
<b>Length of Service Commitment</b>	One year

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** minimal, as needed

### RESPONSIBILITIES/DUTIES

1. Schedule, coordinate and oversee library assistants and book reviewers. The Pastor will provide you with a list of approved book reviewers.
2. Obtain new and used books for library. Work with reviewers to seek approval, comments and recommendations.
3. Catalog and prepare all books for inclusion in the library:
  - a. Stamp church name/address inside and outside.
  - b. Prepare for checkout with pocket and card.
  - c. File books in proper location after cataloging (Dewey Decimal).
4. Repair torn pages/weak bindings before shelving books.
5. Oversee book checkout and return.
6. Shelf books in proper location.

7. Assist others with locating specific books/topics.
8. Follow up on overdue books.
9. Oversee budget and expenditures for the library.

Signature of Nominee: \_\_\_\_\_ Date of Signature: \_\_\_\_\_