

Library Coordinator
Ministry Position Description
Bethel United Methodist Church
July 2012

The purpose of the Church Library Coordinator is to manage the church library in such a way that it can be used as a tool to serve the educational and spiritual needs of the members of the congregation.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Develop and maintain an accurate and up-to-date card file of books and other resource materials.
2. Develop a resource section in the library containing commentaries and a variety of Biblical translations.
3. Recruit and train volunteers to work in the library if needed.
4. Periodically promote new books and /or resources in church's newsletter and bulletin, highlighting the church's library as a resource for spiritual growth.
5. Establish procedures for checking out and receiving books.
6. Solicit donations of books and other appropriate resources.
7. Use discretion with donations and weed out inappropriate materials.
8. Develop and distribute informational materials about the library and its needs.
9. Work with Education and Family Ministries Chairperson to determine needs of library.

The Outgoing Coordinator will "Shepherd" incoming Coordinator for at least the last quarter of their term as Coordinator. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as Coordinator on following years and have them train under current Coordinator for up to a year before becoming Coordinator.