

## Job Description for Church Librarian

### A. PURPOSE:

The purpose of the church librarian 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

### B. QUALIFICATIONS:

**Calling:** A church librarian must be convinced of the value of the church library, recognizing it as a spiritual ministry.

**Dedication:** A church librarian must be a dedicated and sincere Christian. People come to the librarian not only for help in selecting material, but also for spiritual help.

**Training, Skills, & Experience:** A church librarian should know as much as possible about the operation of all phases of church life, (e.g. Sunday School, youth work, evangelism programs, women's groups, and men's groups). A church librarian must be familiar with Christian literature and eager to learn more about it. While a church librarian doesn't need prior library experience, he/she does need a reasonable aptitude and willingness to learn basic library skills and procedures.

**Personality characteristics:** A church librarian must have a desire to infect others with his/her own enthusiasm for books. A good librarian will consider his/her primary task to be getting the right material to the right person at the right time. The ideal librarian is neat by nature, but not compulsively so. He/She should have both a good amount of patience and a ready sense of humor.

**Time and Energy:** A church librarian should have both the time and energy to devote to the library.

### C. OFFICE:

1. The church librarian shall be a member of the congregation in good standing.
2. The church librarian shall be appointed by the Board of Education.
3. The term of office for this position shall be \_\_\_\_\_ years.

### D. RESPONSIBILITIES:

The church librarian shall:

- Set annual goals and objectives for the church library, and report those goals and objectives to the Board of Education and the congregation.

- Pray for the success of the church library in meeting its goals and objectives.
- If needed, recruit a library assistant to help with the church library.
- Report regularly to the Board of Education and the congregation on issues pertaining to the church library.
- Catalog all library books and A/V materials, and keep the catalog current.
- Choose all new books and non-printed materials in consultation with the Pastor and library assistant.
- Weed the library in consultation with the Pastor and library assistant.
- Supervise all book processing, cataloging, and shelving of books.
- Purchase supplies and furnishings as needed and in accordance with the library budget.
- Repair and mend damaged materials.
- Handle overdues by contacting the appropriate person.
- Supervise inventory of all library materials once every year.
- Review new and seasonal material for the church newsletter.
- Organize book weeks, open houses, design bulletin boards, bookmarks, news articles, flyers, and other promotional items and events.