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.