

# 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 church in good standing.

2. The congregation shall appoint a church librarian.

#### **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.
- The church librarian have to pray for the success of the church library.
- If needed, recruit a library assistant to help with the church library.
- Library committee reports regularly to the Board of Education and the congregation on issues pertaining to the church library.
- Catalog all library books, audiotapes, videotapes, and CD's, 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, filing, typing of catalog cards, and shelving of books.
- Purchase supplies and furnishings as needed and in accordance with the library budget.
- Repair and mend damaged materials.
- Contact the appropriate person for overdue materials.
- Supervise inventory of all library materials once every year.
- Organize book weeks, open houses, design bulletin boards, bookmarks, news articles, flyers, and other promotional items and events.
- Make acknowledges for donations to the church library.

- Keep up with new books and new music that is available from Christian sources.
- Liaison with Bulgarian Evangelical Church of God "New Life" and keep membership current.
- Make schedule for meetings with the Pastor and Board of Education of BECG "New Life".
- Keep records and statistics (materials added and withdrawn, budget figures, borrowers' names, circulation and etc.)
- Submit a report in January for inclusion in the church's annual report.