

# BOOK PROCESSING ASSISTANT

The book processing assistant will help the librarian prepare and maintain books for inclusion in the church library.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Book processing assistant
<b>Accountable To</b>	Librarian
<b>Ministry Target</b>	All ages
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Good organizational skills • Enjoy books and filing
<b>Best Personality Traits</b>	Analyst-dependable
<b>Passion For</b>	Maintaining a Christian resource center to edify the saints
<b>Length of Service Commitment</b>	One year minimum

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a month
2. **Participating in meetings/training:** one hour a quarter

## RESPONSIBILITIES/DUTIES

Assist librarian with assimilating new and used books into the church library:

- a. Stamp church name and address inside.
- b. Glue in envelope for checkout card, or attach other device used for tracking such as bar code.
- c. File books in proper location on shelf after proper cataloging has been done by the librarian.
- d. Repair torn pages or worn binding with tape.

# BOOK REVIEWER

The book reviewer is responsible to review book content to make sure books are appropriate for the church library, to recommend new books for the library and to provide occasional reviews of new library books for the church newsletter.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Book reviewer
<b>Accountable To</b>	Librarian
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, mature Christian
<b>Spiritual Gifts</b>	Teaching • Discerning • Pastor/shepherd
<b>Talents or Abilities Desired</b>	A love of reading • Knowledge of basic doctrine and this church's views • Ability to review and criticize books
<b>Best Personality Traits</b>	Analyst-dependable • Discerning
<b>Passion For</b>	For reading and sharing knowledge with others
<b>Length of Service Commitment</b>	One year minimum

## ANTICIPATED TIME COMMITMENTS

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

## RESPONSIBILITIES/DUTIES

1. Read and recommend books for the church library.
2. Review books donated to the library to ensure their appropriateness for the library.
3. Provide brief written reviews of new library books for the church newsletter.

## DESK CLERK

The desk clerk will be available as scheduled to assist with book checkout and returns and to direct people to the sections they are trying to locate.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Desk clerk
<b>Accountable To</b>	Librarian
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member or other approved individual
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Serving
<b>Talents or Abilities Desired</b>	Good organizational skills
<b>Best Personality Traits</b>	Organized • Dependable-expresser • Friendly
<b>Passion For</b>	Assisting others • Growing spiritually through Christian resources
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as needed

### RESPONSIBILITIES/DUTIES

1. Be available at the library desk to assist with book checkout.
2. Receive and check in book returns.
3. Be familiar with book topics in library and direct people to sections for which they are searching.

# HISTORIAN

The historian is responsible for keeping accurate records and photos of church events and milestones and organizing the information to preserve a historical library of the church's heritage.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Historian
<b>Accountable To</b>	Church board
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	Stable, maturing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Good research and organizational skills • Very neat • Detail oriented
<b>Best Personality Traits</b>	Analyst-dependable or analyst-expresser
<b>Passion For</b>	Preserving a record of the church's history and accomplishments
<b>Length of Service Commitment</b>	Indefinite

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a month—occasionally more
2. **Participating in meetings/training:** minimal, as needed

## RESPONSIBILITIES/DUTIES

1. Clip and file any news or magazine articles about the church, pastor or related ministries.
2. Keep photo archives by properly identifying photos of
  - a. All pastors and paid staff members who have served the church
  - b. Special events
  - c. Church building, grounds and any additions or improvements
3. Keep an up-to-date journal about any special services and events held at the church: revivals, homecomings, anniversaries, dramas, ministry fairs, etc.
4. Keep a record of church expansions and improvements; note dates, etc.
5. Keep up-to-date biographical information about the pastor(s).

6. Take photos of special people and events, or arrange for someone else to do so.
7. File a copy of every church yearbook that is created.

# 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>	Executive pastor
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Volunteer
<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>	Two years minimum

## 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.
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.
  - b. Prepare for checkout with envelope or card in back or bar code or other tracking method.
  - c. File books in proper location after cataloging.
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.

# YEARBOOK ASSISTANT

The yearbook assistant will help organize and ensure efficiency and accuracy during photo sessions.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Yearbook assistant
<b>Accountable To</b>	Yearbook coordinator
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Serving
<b>Talents or Abilities Desired</b>	Good spelling and organizational skills • Desire to assist others • Detail oriented
<b>Best Personality Traits</b>	Expresser-analyst or dependable-expresser
<b>Passion For</b>	Accuracy and excellence
<b>Length of Service Commitment</b>	One year

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to eight hours a week for one month or more, depending on church size
2. **Participating in meetings/training:** minimal, as needed

## RESPONSIBILITIES/DUTIES

1. Follow schedule and double-check names, spelling, etc. during photo sessions.
2. Assist members as needed when preparing for photo sessions.
3. Call appointments who are late to try to determine if they are coming or to reschedule.

# YEARBOOK COORDINATOR

The yearbook coordinator is responsible for overseeing the planning and production of the church yearbook.

<b>Ministry Area/Department</b>	Library
<b>Position</b>	Yearbook coordinator
<b>Accountable To</b>	Executive pastor
<b>Ministry Target</b>	Congregation
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration
<b>Talents or Abilities Desired</b>	Excellent organizational skills • Detail oriented
<b>Best Personality Traits</b>	Leader-dependable
<b>Passion For</b>	Producing a complete and accurate yearbook of church members
<b>Length of Service Commitment</b>	One year

## ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** approximately sixty hours or more during one quarter of one year, depending upon church size
2. **Participating in meetings/training:** minimal, as needed

## RESPONSIBILITIES/DUTIES

1. Obtain quotes from photography studios to come to the church for photo sessions and do yearbook printing.
2. Schedule dates and times for photographer to come to church and coordinate details.
3. Prepare sign-up sheets for congregation.
4. Recruit assistants to help follow schedule and double check names/spelling, etc. during photo sessions.
5. Make sure church is open during sessions.
6. Put reminder in church bulletins/newsletter for at least two weeks before photo sessions.
7. Oversee yearbook cover design or photo selection for cover.

8. Obtain any special photographs to be included in the yearbook and give them to the photographer or appropriate person.
9. Finalize details with photographer and follow through until the yearbook is complete and has been printed.
10. Oversee budget and expenditures for the church yearbook.