

Board of Education

Library Ministry Library Manager

Mission Statement: The Library Ministry of Grace Lutheran Church serves the members of Grace by providing a means of education, inspiration, support, and devotion through books and videos to enhance spiritual growth.

Description: The manager maintains and manages the contents of the library and monitors materials that have been borrowed.

Qualifications:

- Member of Grace Lutheran Church
- Well organized
- Detail oriented

Responsibilities:

1. Maintain condition of library materials.
2. Prepare new materials and put them on the appropriate shelves.
3. Look to add 1 new book a month.
4. Ensure that new books have appropriate content. Share new material with the pastor prior to putting on library shelf so that he has current knowledge of what we offer in our library.
5. Monitor materials that have been checked out and give reminders as needed for their return.
6. Encourage library use through printed announcements and newsletter highlights.

Time Commitment:

- 1-2 hours per month.
- At-will commitment, for as long as you are willing and able to serve.

Relationships: This person collaborates with the pastor and office staff as needed.

Training: Training will be provided by the outgoing library manager.