



FOUNTAINGATE CHRISTIAN ASSEMBLY

LIBRARY MINISTRY LEADER SCOPE OF MINISTRY

Purpose: To develop and maintain a church library that can be used by children, youth and adults. It will also highlight the type of books that are necessary for Bible college training.

A. TIME REQUIRED: About five hours per month for a minimum of one year.

B. QUALIFICATIONS: One who has a keen heart for study of God's Word. One who is well-organized, self-motivated and able to delegate as well as being sensitive to the needs of others. Ability to plan, organize, develop, implement and maintain our church library program

C. SPECIFIC RESPONSIBILITIES:

1. Commune with the Lord.
 2. Answer directly to the Board of Directors.
 3. Establish and administer library policies and procedures. This will include the cataloging of all books. All books will be kept in a Microsoft Access File for easy accessibility as the library grows. It will make it easy for members to loan books and also enable the church to maintain a record of who has loaned the books and when they need to be returned.
- Note:** Some books will be considered as "*reference books*" and will not be able to be removed from the library. Most of the books will be gained through requests for donations but some books will need to be purchased through the budget.
4. Supervise the general operation of the church library. This will also include keeping the library attractive and well organized. Additional help will sometimes be needed and encouraged.
 5. To keep the congregation informed on new books and magazines that are available for loan. This is to stimulate reading at all age levels. Communication of changes or additions will be ongoing. To seek out interests among the congregation to better serve them.
 6. Prepare a library budget for presentation to the church board; monitor library expenditures. Members will be encouraged to financially support the library. Fund raisers will also be encouraged.