



*Living God's Word,
Sharing God's Love*

DETAILED MINISTRY DESCRIPTION

Media Center Team Leader

Media Center Team Vision

To provide resources for the spiritual growth of all members of LUMC—preschool through adulthood.

Title

Media Center Team Leader.

Purpose The church provides a library as a spiritual resource for individuals of all ages: Bible study groups, recreational reading, and inspirational reading. It is the heart of the church for spiritual growth through books, periodicals, and recorded materials owned by the church.

Responsible to

Education Committee.

Description of duties

- Select and purchase books and other materials.
- Coordinate the processing of materials for circulation.
- Coordinate library services with other church activities.
- Plan for future needs and services.
- Publicize library resources that are available.

Time requirements Depending on the number of materials to be cataloged and made ready for circulation, could be as little as one hour a month, or more as necessary.

Budget Requirements

Prepare annual budget for the media center.

Term

One year renewable.

Training and resources

- Church cataloging materials.
- Library experience is helpful, especially with cataloging.
- Some knowledge with Christian literature, children's literature, and broad interest.

Background Check

Background check required for this position.

Qualifications, skills, and gifts

- Cataloging experience helpful.
- Love of reading.
- Possess one more of the following spiritual gifts:
 - Administrative (R)
 - Helps (D)

* R - Required; Desirable

Benefits to the Servant

You will have an excellent opportunity to share the learning tools and resources of the church with our congregation.