



*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.

Budget Requirements

Prepare annual budget for the media center.

Annual Charge Conference Attendance

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting.

Term

One year renewable.

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.

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.

Ministry Description Updates

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

Qualifications, skills, and gifts

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

* R - Required; D - Desirable

Benefits to the Servant

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