
Media Library Director**Aversboro Road Baptist Church Mission Statement:**

To proclaim the gospel of Jesus Christ and to minister to the needs of our Congregation, the Community, and the World, through the leadership of the Holy Spirit.

General Purpose of the Position:

The Media Library Director is responsible for the establishment, maintenance, and operation of the church Media Library.

Qualifications:

1. A spiritually-gifted person with a confirmed interest and experience in this area of expertise.
2. A spiritually matured Disciple of Christ with a willingness to devote the time and effort required to achieve a high degree of efficiency and effectiveness.

Responsibilities:

1. Serve as a member of the Church Council.
2. Establish and maintain written rules, policies and procedures governing the operation of the Media Library.
3. Prepare the agenda for, and hold Library Team Meetings as required, or at least quarterly, forwarding a written account of deliberations and/or recommendations to the Church Council.
4. Prepare an annual budget for the Media Library and forwarded it to the Budget and Finance Committee in a timely manner.
5. Upon proper approval, purchase Media Library supplies, materials, and equipment.
6. Recommend furnishings and equipment for improving the effectiveness and efficiency of library functions.
7. In cooperation with the Nominating Committee, assist in the procurement of qualified persons to serve on the Media Library teams.
8. Encourage team members to increase their technical and functional skills by attending associational and state library workshops and training conferences.
9. Administer the approved budget in consort with Budget and Finance Committee policies and procedures.
10. Develop, implement, and maintain an automated library catalog system.

Duties:

1. Record and circulate books and other media.
2. Take and record an annual inventory.
3. Acknowledge and record media library gifts.
4. Maintain library membership records.
5. Classify and catalog all materials for circulation.
6. Conduct workshops for the church membership in the use of media library materials.
7. Update the church calendar as required.
8. Keep the church informed of media library activities through newsletter, bulletin, worship service announcements and special messages.
9. Be faithful in Worship service.