

Role description for Resource Library Co-ordinator at All Saints

Role: To support the spiritual growth and understanding of members of the congregation, and also members of Guildford diocese, through books and literature

Role Requirements:

To be: To be a person of wisdom and with a good understanding of the Christian faith, who serves in a gracious, Christ-like manner

To do: Library

- To hold an overview of the books in the library
- To sort through the books on a regular basis, ascertaining those which are no longer required
- To liaise with the Incumbent before books are taken to Oxfam for recycling
- To liaise with the parish administrator, indicating which books should be removed from the online catalogue
- Receive any books donated to the library and ascertain their appropriateness for inclusion in the library
- To liaise with the parish administrator, indicating which books should be added to the online catalogue
- Be available to advise members of the congregation if they have enquiries about books on certain subjects, or Bible reading notes
- Be available to advise leaders about books for their areas of responsibility (eg Small Groups, Children’s Church, Youth Work, Confirmation etc)
- Promote and display seasonal books to the congregation eg for Christmas, Lent, Advent
- Prompt the parish administrator to advertise the library resources in the diocesan ‘Parish Brief’ from time to time, and especially around festivals
- Research and purchases new books that would be useful for the library, within an agreed annual budget
- Submit occasional articles to the Parish Magazine with regard to new books / book reviews
- To develop, in consultation with the Incumbent, other ways to further the aims set out in the role objective, above.
- To work alongside the parish office assistant, who deals with the day-to-day management of the library

To do:

- To be part of the Administration & Communication Vision Group and to attend an annual meeting with the group
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church. To be particularly to be aware of the Lone Working aspects of the policy.

Reports to: The Administration & Communication Vision Group Chair

Agreement: I agree to being the Resource Library Co-ordinator at All Saints Church, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____