

**The church is a community of people sharing a common purpose and fellowship. We are continually growing in faith and in the knowledge of Jesus, the Son of God.**

The librarian assists in the spiritual, physical, mental and social development of every member in the church community. By arranging, promoting and efficiently managing books and audio-visual resources for borrowing, church library resources can benefit young and old for personal growth and reaching others.

The Bible is a powerful medium and tells how reading can influence the lives of people. "... he is to read it all the days of his life so that he may learn to revere the Lord his God and follow carefully all the words of this law..." (Deut. 17:19 NIV).

Church libraries are a great way to expand knowledge and gain understanding.

### Library Resources

The following are some suggested broad categories of items:

- Bibles (various versions)
- Biographies (for all ages)
- E G White books and articles
- Index to E G White writings
- Bible Commentaries
- Bible Dictionary and Encyclopedia
- Bible and General World Atlases
- Resource books for church departments
- Church journals/magazines
- Mission outreach stories and activities
- Devotional topics
- Family worship ideas
- Health
- Church organization (manuals & handbooks)
- History
- Nature/science
- Inspirational Christian stories
- Music
- Bible Story videos
- Seminar Kits for outreach
- Theological studies
- Recipe books
- Sabbath School Resource books
- Pathfinder/youth

For resources and information on training, log into the members site at [sspm.adventistconnect.org](https://sspm.adventistconnect.org) or contact your local conference personal ministries director.



## THE MINISTRY OF THE Church Librarian

Have you been asked to serve your local church as church librarian? Or perhaps you serve on a church nominating committee and wonder what the librarian is expected to do. This guide has been designed to help you understand the role of the librarian within your local church.

[sspm.adventistconnect.org](https://sspm.adventistconnect.org)

## The Role of the Church Librarian

The librarian helps to nurture and equip church members, both as individuals and as members of the body of Christ. This is a spiritual ministry.

The librarian is responsible for:

- organizing all resources available for borrowing (books, magazines, teaching aids, slides, videos, CDs, DVDs)
- classify and catalogue the resources
- develop and manage a borrowing system
- establish library hours and the length of time allowed for borrowing
- identify resources that can be purchased for the library
- care for and repair resources when necessary
- clearly stamp all books on the title page and two or three pages throughout
- develop a register of library users with contact details
- promote awareness and the use of the library through the bulletin, powerpoint presentations and displays
- ensure that new members are familiar with the library and how to borrow
- encourage children to use the library
- identify members who need items delivered to their homes due to illness or age

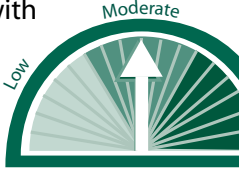
- source items for the blind and hearing impaired

### Responsible to

Serve as a member of the Church Board to approve procedures, clarify budget and opportunities for promotion.

Establish a reading/ viewing committee to approve the purchase of new resources.

### Time Commitment

- The amount of time spent weekly as librarian will vary with the condition of the library when taking on the responsibility. 
- Initially, the time factor may be quite large and you may need volunteer help to assist in establishing the basic organization of the borrowing system.
- Generally, a librarian should spend about two hours during the week plus the hours of library borrowing time. Special promotional days involving children, youth and adults, will require more planning and time.

### Term of Office

Usually one year.

## Skills and Spiritual Gifts

God has gifted each of us in different ways. The following gifts are valuable when considering the choice of members for the role of librarian.

- **Helping or Serving:** Make an impact on those who may have questions or need resources. Practical help and assistance can be invaluable to those searching for information.
- **Administration:** The service of directing or guiding the church with appropriate resources. Managing the practical needs of the library from sourcing items for use to items for borrowing.

