

UUFH
Shared Ministry Position Description

Position Title: Will Hendrie Book Stall Coordinator

Cluster: Lifespan RE

Purpose of Position/Description:

To have books available for purchase to nurture the spirit of members and friends
To showcase CDs and DVDs for sale by UUFH singers and performers

Responsibilities:

1. Order books (often recommended by our Reverend, RE Director or members)
2. Organize donations of used books to sell
3. Put out books with price tags each Sunday
4. Provide audio and selected video media of Sunday Services and Memorial services
5. Keep inventory of books

When is this ministry performed/Amount of time required:

Every Sunday (no summers) from 11 AM to 12:30 PM. Additional 30 minutes per month to order books, organize used books, hand in receipts to office.

*This ministry position may benefit from having one coordinator and a few other people who share the responsibility of setting up the book stall each week. Only one person is needed each week.

Qualifications:

1. Available each Sunday from 11:00 AM to 12:30 PM
2. Interest in books

Responsible To:

Cluster Coordinator

Training Provided:

Written guide provided (currently by Ann Scolnick 2/09)

Support Provided:

None needed

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

Two year minimum

Note: In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

Satisfaction of helping others acquire books to nurture their spirit.

Prepared by: David Sussman (Ann Scolnick)

Approved by BOT on: [date]