

UUFH
Shared Ministry Position Description

Position Title: UUFH Library Coordinator

Cluster: Lifespan RE

Purpose of Position/Description:

To provide a free source of books about Unitarian Universalism, world religions and spiritual values for members and friends to borrow.

Responsibilities:

1. To organize the books using the Dewey Decimal System (List in Boardroom)
2. To number the books and apply labels (box of labels in Boardroom)
3. To keep track of books that people borrow

When is this ministry performed/Amount of time required:

About three hours, twice a year

Qualifications:

No specific library skills are needed, only an interest in books and the people who will read them!

Responsible To:

Cluster Coordinator

Training Provided:

None

Support Provided:

None

Board-Appointed?

No

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

Two years 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 caring for important books that may help people nurture their spirits

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Approved by BOT on: [date]