



Doylestown Presbyterian Church

Volunteer Job Title: Library Task Force Member

Reports To: Mary Lee Reiff, Task Force Moderator

Time Commitment:

- The Library Task Force meets five times per year on the third Thursday of the month at 1:00pm.
- Term limits are not imposed.

Purpose: The purpose of this role is to help provide DPC with books, periodicals, audio-visual materials, and other resources that will enrich the lives of members and deepen their relationship with God.

Duties: Duties are divided among task force members according to interest and availability, and include:

- Managing the inventory of the library (over 4,200 items) and ensuring items are kept current
- Tracking circulation and issuing overdue notices as needed
- Managing timely rotation of periodicals
- Facilitating special reading initiatives, such as the Read and Chat book group
- Supporting special events, such as VBS and the Advent Workshop, through activities for children
- Planning and staffing the library table in the church yard following summer worship services
- Selecting and purchasing a book to honor each new baby born or adopted by a DPC family
- Supporting DPC committees by providing reference materials related to committees' purpose, including a rotating monthly display at the library entrance
- Maintaining the Little Free Library outside of Andrews Hall

Additional Responsibilities of the Task Force Moderator: The Moderator is responsible for leading the task force, and for fostering the idea sharing, communication, and work needed to achieve the its mission. If the Moderator is a sitting elder, he or she attends all stated and called session meetings, serving as a representative of the committee. If the Moderator is not a sitting elder, he or she will not attend session meetings; instead, there will be a sitting elder in the group to serve as liaison.

Requirements and Training:

- We seek volunteers with a passion for literature and reading.
- No specific training is required to serve on the Library Task Force.

To Volunteer: To sign up as a volunteer for this role, [click here](#). If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chris@dtownpc.org.

Be a bridge for Christ and a beacon of His love.