



## Doylestown Presbyterian Church

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**Volunteer Job Title:** Library Subcommittee Member

**Reports To:** Mary Lee Reiff, Moderator

**Time Commitment:**

- The Library Subcommittee meets approximately five times per year on the third Thursday of the month at 1:00pm.
- There are no term limits imposed on subcommittee members (except for the Moderator, who has a three-year term limit). New subcommittee members generally begin in June, though they can also join the subcommittee at other times of year, at the discretion of the Moderator.

**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 subcommittee 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 Advent All Together, 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 to or adopted by a DPC family
- Supporting DPC committees, subcommittees, and interest groups by providing reference materials related to their purpose, including a rotating monthly display at the library entrance
- Maintaining the Little Free Library outside of Andrews Hall

**Requirements and Training:**

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

**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](mailto:chris@dtownpc.org).

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