



**Communication Services
Supporting**

THE ASSOCIATIONAL LIBRARY MINISTRY

Communication Services reaching out in many ways...

...To churches needing specialized library assistance

...To librarians needing a support group

...To persons needing media through the Associational Library

Associational Planning Guide



CHURCH LIBRARY MINISTRY

PURPOSE:

Believing that the focus of a church or associational library is not just about books but should be focused around God and His work, the CLM organization is for inspiration, support and training to meet the needs of the ministries of our churches and associations.

- What is an Associational Library?
- As You Plan...
- The Associational Library Ministry
- Associational Library Ministry Budget
- Annual Report
- Starting a LIBRARY Support Group
- Planning to Meet the Needs in Your Association
- Officers
- Programming Ideas
- An Installation Program
- Associational Field Service Request Form
- CLM Directory
- Resources to Strengthen Your Church Library
- Training Events

The Associational Library Ministry

What is An Associational Library Ministry?

An associational library ministry is a support ministry that reaches out in three major ways:

1. TO THE LOCAL CHURCH, by providing one-on-one advisory assistance in establishing a new ministry or in the revitalizing of a defunct ministry.

This type of support ministry can be carried out by one person in the association or a team of qualified "associational library special workers." A person of this nature would go to the local church; share with church laypersons what it is to have a church library ministry; could set-up appointments for follow-up visits; and, would encourage them to attend state, regional or national church library ministry training events. Advising them, training them, praying for them and encouraging them.

2. TO THE CHURCH LIBRARIAN, by providing a support group that meets to share ideas, training opportunities, fellowship, etc.

Support groups may be planned on a monthly or quarterly basis. Meetings can include a brief business period, announcements, new product information, media reviews, helpful training sessions, library tours and more! Fellowship will be vital for it is during this time that persons will get acquainted, share ideas and support each other. Having a forum to train in is also a major role of a support group. Whether led by a local personality or a state approved library special worker. Sponsoring such a training workshop will be necessary so that persons can be better equipped to work in a church library ministry. One final benefit of having a media support group is the ability of the group to travel extended distances to state sponsored church library training events such as the Church Library Ministry Retreat at Garaywa and the Annual State Church Library Ministry conference. Traveling this way will build bonds of friendship and strengthen the organization of a support group.

3. TO THE ASSOCIATION AT LARGE, by providing resources through the establishment of a library at the associational office.

Good stewardship of resources...sharing... is the basic premise of a church library ministry. The same can be said of an associational library ministry. In any association, there will be some resources (and equipment) that are simply best stored and circulated from a central location. Such things as expensive equipment, media designed for leadership training, media designed for one-time use, a church curriculum display, a pastor's study collection and other item. To learn more about an associational library ministry, read on!

An associational library ministry is a very personal action. How an association chooses to express itself will depend on the Associational Missions Director, the churches in the association, and the persons interested in being actively involved in the ministry. Therefore, each association will reach out differently!

AS YOU PLAN.....

Think First on...THE ACTIONS YOU WISH TO TAKE

Begin thinking along these lines, first. What actions should your associational ministry library take this year? To get you started, how about some of the following actions?

MEETINGS -- Establish a time to meet as a support group. Doing so, will require time, space, programming ideas, program personnel, money and publicity.

ASSISTANCE ACTIVITIES -- Go to a church site and advise/assist a librarian in the tasks of a library ministry. This will take time, transportation, resources, technical library expertise, a commitment by both parties, money and a desire to meet the needs of persons.

SCHOLARSHIPS -- Provide a training scholarship to individuals who wish to attend a church library training event (associational or state event). How much? How often? Can others at the same church receive a scholarship too? Who will determine how the scholarships are to be distributed?

Or, how about a resource voucher for church library resources? They pick out what they need and the association pays the bill?

TRAVEL -- This year take a group of librarians to a training event. This can be an excellent use of association moneys. But consider, transportation, gas, lodging (in route and at training location), meals, travel schedule and any extra side trips for fun!

MOBILE MEDIA UNIT -- Make available a mobile media unit. It's an excellent promotion piece, as well as serving as a lending starter library. But, who will build it, what will go in it, who may use it, how will it get from place to place, who will keep it current and you'll need moneys to keep it going.

ASSOCIATIONAL LIBRARY MINISTRY DISPLAY -- How about this idea? Promotion is a must!! To get one, however, someone must design it, what size will it be, colors, what will it say, who will transport and set it up, and what engagements will it be used at?

ASSOCIATIONAL LIBRARY -- To do this is a MAJOR commitment! Space, financing, time, personnel, resources and more are all needed.

AS YOU PLAN

Think Secondly on ... CALENDARING

Deciding when to take action is very important! When doing calendaring, consider these things:

- Who will be involved?
- Concerning a support group meeting, will this be a day or night activity?
- How far will persons have to travel to their destination?
- Avoid scheduling activities around holidays and the busy times associated with them.
- How often will this be done?
- Plan around personal schedules (i.e.: spouse, children, your own).
- Plan around public schedules (i.e.: church, school, association, clubs, etc.)

When doing calendaring, do these things:

- Survey those who would be involved (see section entitled "Training")
- Set a time to do it!
- Sketch out a tentative plan.
- Get feedback concerning the tentative plan.
- Finalize it.
- Share a copy with the associational office (so they can put it on the associational calendar).
- Mail a copy to the membership.

AS YOU PLAN

Think Thirdly on ... BUDGETING

An associational library ministry should be supported financially as any other associational ministry should be. A written request for funds to implement the plans of a library ministry through the association should be submitted to your Associational Missions Director each year. Be sure to contact his office to see when such a request is due.

Detailed and categorized requests will usually receive a better response than a request that has an unexplained total. Also, a typewritten budget presents itself better than a handwritten one.

Start early, at least a minimum of two months prior to the due date. Communicate with all persons who would have a part in its development (i.e.: associational library ministry officers, associational office support staff, Associational Missions Director, and your library support group).

For your information, a sample associational library ministry budget is included in this section. Use it as a guide in preparing your own budget.

The Associational Library Ministry

PURPOSE: Maintaining a library at the associational office can serve various functions:

1. It can serve as a "model" library for persons to see as they seek to establish a library at their church.
2. As a reference library for your pastors or church staff members who lack a personal library.
3. As a place where audiovisual equipment can be loaned to churches in the association.
4. As a display of current LifeWay Christian Resource curriculum.
5. As a library where media, too expensive or not frequently used, can be shared among churches.

ESTABLISHMENT: Of course, to have such a library someone must have an interest in seeing it established. This can be a church librarian in the association; the Associational Missions Director; a staff member at the associational office (i.e.: clerical personnel); or lay person in the association. Whoever this person maybe, the second criteria, after a desire, will be that this person(s) have the library skills needed to organize such a ministry.

Physically, a ministry of this nature can not exist without some place to call "home". Basically there are two ways to approach the space issue:

1. A mobile unit could be built. This approach is very basic and would limit the types of media to be housed.
2. To have floor space in the association office facility. Generally a room 14' x 24' would be good to start with. This type of space will allow for 13-14 shelving units, a storage cabinet for audiovisual equipment, a desk (for circulation), a table with four chairs, a card or computer catalog, a display window, and a file cabinet for a vertical file.

Building such a collection of resources will take money. Thus, to maintain such a ministry, the associational library ministry must be included into the association's budget (A sample library ministry budget can be found in this Guide). Items such as library supplies, office supplies, media purchases, Concourse computer library support software, training fees for library staff, and other miscellaneous expenditures will be some of the on-going financial needs of an associational library ministry.

ORGANIZATION: Placement of media will be crucial with this ministry! Like any library situation, standard organization procedures are best. The use of the Dewey Decimal Classification system, for a majority of the collection, is recommended. Specifically, the Dewey text, *A Classification System for Church Libraries, Revised*, prod. #0633199702 will serve the classification needs of an associational library. Subject headings will also be needed to create a subject catalog. The primary text for such headings is the *Sears List of Subject Headings*.

Cataloging the media will be a must if it is to be located easily. The easiest, and less time consuming, approach to a catalog would be to put the data on computer. Typing it in is easily done, the data is then available for a variety of applications (i.e.: spine labels and card/pocket labels), and if cards were to be typed the data would be appropriately placed on the cards. The suggested program for such a task is CONCOURSE (Call Book Systems, Inc. toll-free 1-800-892-4895 for information or website www.booksys.com).

OPERATIONAL GUIDELINES: Once established, guidelines will need to be followed to insure that the ministry will function smoothly and maintain a level of quality. Consider the following:

1. **HOURS** -- The library should be available when the association office is open.
2. **ASSISTANCE** -- Having someone on duty during all hours that the library is open will likely not be possible (EXCEPTION: a full-time volunteer). Therefore, assistance from the association office staff will be needed. REMEMBER: The association office staff will be ASSISTING those in charge of the ministry! Therefore, value their assistance.
3. **CIRCULATION** -- For the ministry to be a success, media and equipment will need to leave the facilities. Because persons may have to drive long distances to use the library. Therefore, extended circulation periods for media of 3-4 weeks, could be used (OPTION: For persons extended distances from the association office, mailing/shipping of media could be a unique patron service). Equipment will likely be loaned as needed with the intent of it being returned ASAP.
4. **SELECTION** -- Like any church library ministry, the associational library ministry should have a selection policy which has been voted on by the association.

CONTENT: Media kept in an associational library will be those items of a reference nature (Almanacs, Atlases, Concordances, Dictionaries, Commentaries, Directories, Encyclopedias, Handbooks, and Yearbooks); media too expensive for one church library and best shared among churches; media designed for a single training opportunity (i.e.: videos); low circulation media, again, best shared among churches; and church program curriculum (for display purposes).

Associational Library Ministry Budget

Line Item	Budget Request	Justification Statement
Training	\$ _____.__	For registration fees, meals, lodging, and transportation for attending church library training events.
Printing	\$ _____.__	For banquet programs, promotional fliers, library support group directory, associational library ministry display, handouts, etc.
Mailing	\$ _____.__	For publicity mailings, directory mailings, etc.
General Supplies	\$ _____.__	For meetings (name tags, refreshments, paper products, etc.). For the associational library (paper, glue, paper clips, string, manila folders, etc.).
Library Needs	\$ _____.__	For the associational library (spine labels, book repair tapes & adhesive, pockets, etc.). Also, moneys for media and new equipment.
Total	\$ _____.__	

ANNUAL REPORT

Like any organization, your association will be having an annual meeting (generally in October) to report on the past year's activities. At this meeting, all program areas of the association will have an opportunity to share what they have specifically done during the past year. Generally this report of program areas will take two formats:

1. A written report, included in an associational book of reports.
2. An oral report, given before the associational body (5 minutes max.?).

To help you record factual information about the current year's activities, the following form is given.

ASSOCIATIONAL LIBRARY MINISTRY ANNUAL REPORT FORM

(Associational Year)

	Meeting #1	Meeting #2	Meeting #3	Meeting #4
Date				
Location				
Type (General Session, Training Event, Banquet, etc.)				
Topics Studied				
Leader/Speaker				
# in Attendance				
# of Church Represented				

Other Library Ministry Statistics

Media Circulated from Library _____

New Church Libraries Begun in Association _____

Hours Spent Assisting Church Librarians _____

Starting a LIBRARY Support Group

1. Recognize the Need -- An interested person (AMD or layperson from the association) must recognize the need for workers in church libraries to share enthusiasm, ideas, training opportunities, and encouragement. Once someone (say, a church librarian) has then stepped forward, this person will need to begin building relationships with...the Associational Missions Director...other church librarians...the State Church Library Ministry Director...and, with the LifeWay Christian Resources, Church Library Ministry personnel.

An excellent way to build a lasting relationship with other church librarians, and recognize their need, is to go to their church. Meet with them one on one. Offer to assist them with a CLM task.

2. Invite Church Librarians to an Organizational Meeting -- At the meeting, the concept of the library support group can be shared by the leader seeking input from those attending. It is at this meeting that the group will decide on their next meeting time and place as well as a topic of discussion. In the beginning, this group may be led by the person who initially called the group together. Likewise, they may not be formally recognized by the association. Still, meetings should be encouraged on a regular basis so that the group might bond and persons are disciplined into leadership roles.

3. Formally Organize -- At some point, the library support group should become formally recognized by the association. This will mean that the association would vote to include the support group as a ministry program of the association. It would be good if prior to this associational vote, if the support group could elect an officer(s). This way, once the association approves of this ministry it could then identify who will be its contact person.

4. Notify Your State and National Library Ministry Organizations -- Part of being successful in maintaining a support group will be the support you receive from inside the association AND from outside the association. Therefore, be sure to contact your Baptist State Church Library Ministry Director for regional assistance and the Church Ministry of LifeWay Christian Resources (See Directory page in the Resource section of this book).

5. Maintain the Support Group -- Keeping a support group going will take work! Setting of goals, planning a budget, setting calendar dates, promoting the work of the group, are all basic tasks to be done. Most importantly is meeting the needs of persons who make up the group. If group members are strengthened through their association with the support group, then they will continue to support its activities.

PLANNING TO MEET THE NEEDS IN YOUR ASSOCIATION

Set goals, list actions, and assign responsibilities...

The following suggestions are included to assist you in planning to meet the needs in your association. Areas in which you make goals might include organization, training, fellowship and relationships.

ORGANIZATION

- Our associational library ministry has been approved by the association with a vote of approval.
- An officer or officers will be chosen and their names reported to the AMD, the state library director and the Church Library Ministry, LifeWay.
- An associational library ministry budget will be prepared, submitted to the association, and approved.
- An annual associational library ministry report will be given to the association at its annual meeting either by being printed in the “book of Reports” or given orally (preferably both).
- The status of media libraries in churches in the association will be determined.
- An associational library is being maintained and is currently functional.

TRAINING/FELLOWSHIP

- The Library Support Group will meet on a regular basis
- Library staff from every church with a library will be enlisted.
- At least one training workshop offering CLM Christian Growth Study Plan credit will be held
- Opportunities for media skills training for associational and church leadership will be offered.

RELATIONSHIPS

- The associational library ministry will be represented at associational council meetings.
- The Associational Missions Director will be invited to attend the Library support group meetings.
- Prepare a media promotion (display, posters, mobile media unit display, fliers, etc.) for the annual association meeting and/or meetings of other associational programs.
- Assist churches in beginning libraries; encourage existing libraries to begin new services.
- Include neighboring associational library workers in training and fellowship and assist them in getting an associational library ministry started.

Officers

In order for any organization to exist, a person(s) must be responsible for the routine operation of it. Thus the need for officers is warranted.

Because not every associational library ministry will be the same, the need for certain officers will vary. Thus the following options are provided as a means of getting an associational media library ministry established.

OPTION ONE – Associational Ministry Team Leader

1. Preside at all meetings.
2. Set goals in consultation with the library support group.
3. Secure places for all meetings.
4. Represent the support group on the associational council.
5. Submit regular reports to the association office.
6. Submit a budget request to the association office.
7. Plan program content at all meetings.
8. Seek to be an encourager to all church librarians.

OPTION TWO –Ministry Team Leader

1. Preside at all meetings.
2. Set goals in consultation with the ASSOCIATE DIRECTOR and the library support group.
3. Represent the support group on the associational council.
4. Submit regular reports to the association office.
5. Submit a budget request to the association office.
6. Plan program content at all meetings with assistance from the ASSOCIATE DIRECTOR.
7. Seek to be an encourager to all church librarians.

Associate Ministry Team Leader

1. Preside at all meetings in the absents of the DIRECTOR. Secure places for all meetings.
2. Represent the library support group on the associational council in the absence of the DIRECTOR.
3. Promote support group meetings by informing membership by mail and phone.
4. Seek to be an encourager to all church librarians.

OPTION THREE – Ministry Team Leader/Association Librarian

1. Preside at all meetings
2. Set goals in consultation with the library support group
3. Secure places for all meetings.
4. Represent the support group on the associational council.
5. Submit regular reports to the association office.
6. Submit a budget request to the association office.
7. Plan program content at all meetings.
8. Establish and maintain a library at the association office
9. Seek to be an encourager to all church librarians.

OPTION FOUR – Ministry Team Leader

1. Preside at all meetings.
2. Set goals in consultation with the PROGRAM CHAIRMAN, SECRETARY and the library support group.
3. Represent the support group on the associational council.
4. Submit a budget request to the association office.
5. Seek to be an encourager to all church librarians.

Program Coordinator

1. Secure a place for all meetings.
2. Plan program content for all meetings.
3. Enlist persons to be on the program.
4. Promote support group meetings by informing membership by mail and phone.
5. Preside at meetings in the absence of the DIRECTOR.

Ministry Team Assistant

1. Submit regular reports to the association office with assistance from the DIRECTOR.
2. Maintain a support group mailing list (directory).
3. Keep and report minutes at all support group meetings.
4. Represent the support group on the associational council in the absences of the DIRECTOR.

OPTION FIVE

Choose your own arrangement! From the officer descriptions given above (in previous options) and/or possibly from the officer descriptions that follow, design your own officer structure.

Media Skills Training Director

1. Encourage churches to include a media skills training director on the library staff.
2. Encourage the proper use of media at associational meetings.
3. Prepare and conduct media skills training conferences.

Technical Processes Consultant

1. Provide technical processes features at support group meetings.
2. Teach classes on technical processes.
3. Consult with individuals concerning classification, cataloging, and processing problems.

Associational Librarian

1. Set up and operate a library at the association office.
2. Work with the DIRECTOR in enlisting other staff members to maintain the library collection.
3. Work with and instruct the associational office staff in circulating media/equipment from the library.

Historian

1. Keep an up-to-date scrapbook of support group activities.
2. Bring a camera to meetings and events.
3. Keep old minutes of support group meetings for historical purposes.

Officers Report Form

Year _____

Name of Association _____ State: Mississippi

Choose appropriate option:

OPTION ONE

Director _____
Name Address City State Zip Phone #

OPTION TWO

Director _____
Name Address City State Zip Phone #
Associate
Director _____
Name Address City State Zip Phone #

OPTION THREE

Director _____
Name Address City State Zip Phone #

OPTION FOUR

Director _____
Name Address City State Zip Phone #
Program
Chairman _____
Name Address City State Zip Phone #
Secretary _____
Name Address City State Zip Phone #

OPTION FIVE

Title Name Address City State Zip Phone #
Title Name Address City State Zip Phone #
Title Name Address City State Zip Phone #
Title Name Address City State Zip Phone #

**MAIL TO: Communication Services,
Mississippi Baptist Convention Board,
PO Box 530, Jackson MS 39205-0530**

PROGRAMMING IDEAS

Building an associational library ministry may very well focus around the fellowship of church librarians, as they gather to meet in support groups. When doing so, the association should therefore take very seriously its commitment and role in such endeavor. When done correctly, with planning, a commitment by the leadership, and an involvement of its constituency, support group can meet the needs of many by providing excellent program content.

Prior to a Meeting

Certain elements need to be in place BEFORE a support group meeting begins:

- Build a relationship with church librarians. Persons are more likely to attend meetings if they have already built a relationship with one or two persons also attending.
- Plan your program at least two months in advance. This means:
 - Secure a date and time
 - Secure a location (include the requesting of tables and chairs, also if any audio visual equipment is needed).
 - Gather input as to program ideas.
 - Formulate a program outline.
 - Make program assignments (Ask persons throughout your association to be on the program).
- Communicate. Keep persons informed. Send them a tentative agenda or program outline so that they will know what to expect. Call them on the phone!
- Be person oriented. You may need to facilitate the arranging of a car pool to the meeting.

At the Meeting Time

- Arrive early. At least 1 hour to 2 hours prior to the actual meeting time. That way problems can be addressed and corrected.
 - Check room arrangement
 - Check audio visual equipment
 - Check temperature
 - Check location in relation to the exits and entrances
- Get things ready:
 - Start the coffee, get out the donuts.
 - Place handouts on the table.
 - Place a name card with felt marker on the table at each place
 - Possibly set up a display or promotion idea.
- With everything ready to go, greet persons as they enter the room.

During the Meeting

- Start on time!
- Keep things moving.
- Be aware of the time.
- Be positive and show a level of concern for persons.
- Stick to the agenda.
- End on time!!

After the Meeting

- Personally thank each one as they leave for coming.
- Assist in cleaning up.
- Send "Thank You" note cards to those who assisted in making the meeting a success.
- Make any notes concerning things that went well or needed to be corrected before the next meeting.

Program Features

Are you lacking in ideas of what to do at a meeting? Well, here are a few to get you started:

- **Devotional** -- Have someone share a piece of scripture with a thought of application.
- **Singing** -- Include music in your program.
- **Media Reviews** -- Ask one to share the top five titles to circulate in their library for the past six months.
- **Announcements** -- Training dates, ministry opportunities, next meeting...
- **Main Feature** -- Take a church media library concept (promotion idea, cataloging skill, processing skill) and provide in-depth instruction (approx. 30 min.)
- **Promotion Tip Time** -- Someone shares (10 min.) an idea.
- **Library Tour** -- Ask the host librarian if the group can tour their church's media library?
- **Historical Moment** -- Share a past moment.
- **Skit** -- Share through drama.
- **Work Session** -- Take time to help a new library get started. Or, meet at the association office to work on your association's media library
- **Reading of the Minutes** -- Share minutes from the past meeting.
- **Fellowship Time** -- Before and after the meeting.
- **Media Testimonies** -- Have one or two share "Why I enjoy serving in the media library ministry at my church."

Where to Meet

- Associational Office...Member's Church...Non-member's Church...Baptist Bookstore...Restaurant (For a banquet)...Hotel Conference Room...Member's Home...School...Park...Public Library Conference Room...Retreat/Camp Grounds

Suggested Basic Program Outline

Welcome
Devotional
Reading of the Minutes
Announcements
Two Mini Program Features (10 min. Each)
Media Reviews
Program Feature (30 min.)
Library Tour
Refreshments

An Installation Program

Title: Shoes of Christian Service

INTRODUCTION: Serving in a leadership role takes discipline. It also takes a willingness to serve and a heart for the needs of people. As we gather this (morning/afternoon/evening), I have before me the great pleasure of introducing to you such a group of persons. The persons that I refer to are those individuals who have agreed to be your officers for the coming year.

But before I introduce you to such a qualified group, let us first say thanks to yet another group of excellent persons! Your current officers! (Call each of the current officers to the front of the room.) As a current officer, serving this past year has brought joy and sorrow. Slack times and busy times! To each of you we express our gratitude for the many hours on planning, of service, and of the support that you gave! Thank you very much! (Applaud. Instruct them to go back to their seats.)

INSTALLATION: As we install our officers for this coming year, I would like to take a look at some very special shoes! Yes, some shoes. Why? Because, the shoe illustrates the true act of servanthood. When the weather is cold it keeps your feet warm, when it rains they are there to keep them dry. Without them we would be constantly stepping on things that would hurt our feet. Shoes serve as a protector to our feet! So as we dwell on shoes and servanthood, let us begin with a pair of...

BABY SHOES (Call the new DIRECTOR forward) -- Just as a baby, you have a whole new world of leadership to explore as you serve as Director! At times you will cry for wisdom and assistance. Like loving parents to a baby, you will have a caring group of past officers to rest in their arms of experience. Still, you will have fresh and new ideas. Sometimes they may seem childish to us. But do not hesitate. Proceed with great leadership! Because you will have a captive audience. A media support group who will want only the very best for you!

BOOTS (Call the new ASSOCIATE DIRECTOR forward) -- When the water gets to high, the Director may need some help. Like a fireman who has their boots by their bedside, ready to serve in a moments notice, so you too must be ready to serve as Associate Director when you are called upon. Like any other garment for feet, boots will come in pairs. Therefore, you will work with the Director as you serve in your vital capacity as an officer!

BOWLING SHOES (Call the new PROGRAM CHAIRMAN forward) -- Keeping our media support group out of the gutter of ignorance and rolling straight and true toward success will be no game! Your task, as Program Chairman, will call for planning. Planning ahead, so that when the ball of knowledge and fellowship is released, it will not pass us by but will strike us head on. Knocking down our doubts and fears because you planned an informative program which strengthened our skills. So proceed with great boldness, for we are here to serve as a team!

ATHLETIC SHOES (Call the new TECHNICAL PROCESSES DIRECTOR forward) -- On the run and ready to go, this is what your office of Technical Processes Director will demand. With this task, it will be necessary for you to exercise your knowledge of church media librarianship so that we will all be physically fit. Training us in the skills of preparing media for circulation will keep you bouncing like a ball! Sometimes from church to church, as you seek to meet the needs of others. So get on the court of instruction, because we are ready to learn!

Staying close to the house, making sure that the household chores of the media support group are done, will be your job as Secretary. Yes, you will have such chores as minutes to write, and letters to send. Keeping a financial record will be a household job of yours, to make sure that we stay within our budget. So slip into your office with comfort, because we will be supporting you!

NEW SHOES (Call the new LIBRARY EDUCATION DIRECTOR forward) -- What do we have here but a pair of new shoes! As Media Education Director, it will be your responsibility to show us the new skills in using media. Much like a shoe salesman, who fits the right pair of new shoes on ones feet, so must your be able to suggest the right type of media or audio visual equipment to fit the training moment. So as technology changes, keep us in style. For we desire to be equipped with the latest techniques in using new media!

SANDALS (Call the HISTORIAN forward) -- Any good historian will know that the sandal is among the earliest form of footwear. Dating back to Biblical times, the sandal was a popular form of footwear. Like the sandal, with its "open air construction", you will be open to all bits of historical information concerning the media library ministry of this media support group. So get strapping, because you've got a lot of historical ground to cover!

THE CHARGE:

LEADER -- To each of you is entrusted special duties. By your life, your words, and your attitude, many in the realm of church media librarianship will be influenced. Your supreme duty is to exalt Christ and thus to inspire those who will follow your leadership. Therefore, you are asked to pledge your acceptance of these responsibilities.

LEADER TO THE OFFICERS -- Do you accept this responsibility in earnestness and prayer? Do you affirm your purpose to lend a spirit of cooperation in every way possible; to be in your place of duty; and to continually strive to grow in service. If you accept these obligations, please signify by saying, "I do".

OFFICERS ANSWER -- "I do."

LEADER TO THE LIBRARY SUPPORT GROUP -- As members of this organization, do you affirm your purpose to support these officers as they strive to carry out their Christian task; to give encouragement to them; to help them when they call upon you; and to strengthen them with your prayers? If this is your sincere desire please say, "I do".

LIBRARY SUPPORT GROUP ANSWERS -- "I do."

LEADER -- Therefore, as officers and members of this organization, you have accepted the responsibility before each of you. You are charged then to keep in mind the challenge of this these tasks to which you are committed! Let us pray.

LEADER -- Prayer.

LEADER -- Before they sit down, let us congratulate these fine folks by giving them a hand of applause! (Applause. Officers are then seated).

**Association
Field Service Request
Form**

Event Title: _____

Sponsoring Association: _____

Contact Person: _____

Daytime Phone: _____

Date (1st Choice) _____

Date (2nd Choice) _____

Consultant Requested: _____

Conference Title: _____

Location: _____

Conference Time: _____

MAIL TO: Communication Services, State Church Library Ministry
P. O. Box 530, Jackson MS 39205-0530

DIRECTORY

ASSOCIATIONAL OFFICE:

Associational Library Ministry Director

STATE LIBRARY MINISTRY
(Communication Services, MBCB)

Ministry Assistant: Judy Chen
Phone: 1-800-748-1651 or 601-292-3378
Fax: 601-714-7412

Email address: irichardson@mbcb.org
jchen@mbcb.org

CHURCH LIBRARY MINISTRY

Phone: **Morlee Maynard, Ministry Specialist**
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LifeWay Christian Resources
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THE ASSOC. LIBRARY MINISTRY
COORDINATOR

Phone: **Sandra Fitts**
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662-286-2208 – First BC, Corinth
Email: shfitts@bellsouth.net

OTHER LIBRARY DIRECTORS IN MY ASSOCIATION AND STATE

Name:	Phone:

Resources to Strengthen Your Church Library

Check It Out!

www.churchlibrarians.ning.com

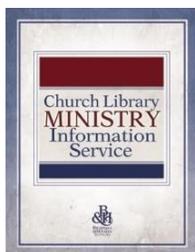


A community of church librarians where you exchange ideas and learn from each other how to do Church Library Ministry.

Other Articles and Ministry Tools

- Training Seminars for Church Librarians. The CLM training seminars chart provides you the dates, locations, and contact persons for these events all over our area. You are welcome to participate in any of these events no matter where you live!
- Mediagraphies for all age groups
- Equipping Church Librarians for Ministry articles

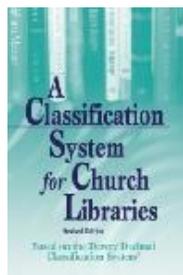
Tools for Church Librarians



CLM Information Service is an excellent how-to resource. It is a tool for managing the information received through conferences offered by LifeWay and state conventions.

Cost: 21.99

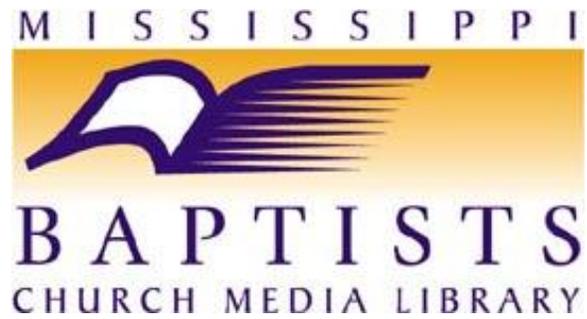
ISBN: 0-8054-5906-5



This easy-to-use volume contains the Dewey Decimal Classification System numbers most used in church libraries for classifying every resource in their collection.

Cost: 15.95

ISBN 0-6331-9970-2



Training Events

 ANNOUNCED LATER

**Annual State
Church Library Ministry Conference**



**We are here to serve you
as together we help bring
Mississippi and the
world to Jesus.**

All you have to do is ask!