



Document #:	Operating Committees – C-10	Created:	6-1-2017
Title/Subject:	Sophia Lyon Fahs Library Committee	Revised:	6-3-2018
Purpose:	Define committee purpose, duties, organization	Reviewed/Unchanged:	
Operational Authority:	Committee Chair, Program and Administrative Council		

Policy

Purpose:

To create and sustain a lending library that provides resources which support our compassionate, welcoming community that nurtures spiritual growth and practices justice.

Duties:

1. Solicit requests for materials from individuals and committees, set priorities for acquisitions, and purchase materials.
2. Organize and catalog materials obtained for the library.
3. Maintain a circulation system that tracks the location and encourages the return of loaned materials.
4. Staff the library on Sunday mornings in order to help patrons find materials.
5. Publicize the materials available in the library through various venues of church communication.

Organization:

1. The Chair is appointed by the Committee and approved by the Board for a term of 1 year, with up to 3 consecutive terms.
2. The Committee is comprised of at least 3 members.
3. The Chair or a designee represents the Committee at Program Council meetings.

Procedure

Meetings and Reports:

1. A list of Committee members is submitted to the church office each September.
2. The Committee determines its meeting frequency.
3. Minutes of each meeting are distributed to members of the Committee and the church office.
4. The Committee regularly reports its activities to the Program and Administrative Council.
5. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
6. The Committee submits an annual report to the church office when requested.

Associated Documents

Bylaws Article VIII. Committees and Councils (6-3-2018)

Section 8.2 Operating Committees and Councils

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

Section 8.3 Subcommittees

The Board of Directors, committees and councils may create subcommittees, task forces, or other working groups, each with a specific limited focus.

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