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# 5 Tips for Recruiting Church Volunteers

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# Recruiting And Training Volunteers For Church And Synagogue Libraries

**Dorothy B. Kersten**



## **Recruiting And Training Volunteers For Church And Synagogue Libraries:**

Recruiting and Training Volunteers for Church and Synagogue Libraries Lorraine E. Burson, 1986-01-01 This guide provides detailed guidelines for the recruitment and training of volunteer staff for church and synagogue libraries The first of eight sections discusses criteria for selecting a head librarian including 13 professional and spiritual qualifications and lists 30 of the head librarian s basic responsibilities The second section discusses the qualifications and responsibilities of other library staff Ways to introduce staff to the library are outlined in the third section which includes a sample quiz about the library and a list of circulating library materials The fourth section suggests ways of conducting on the job training including in house training clinics reading programs and visits to other libraries A sample promotional handout is included Tasks that the head librarian can delegate are explored in the fifth section which includes a chart showing how to monitor delegated tasks The challenge of motivating workers is addressed in the sixth section which discusses the characteristics of a good leader recognition and appreciation open communication developing opportunities and creating a comfortable working environment Volunteer evaluation forms and a library worker s annual questionnaire are included The seventh section considers the value of volunteers and suggests ways to support them Conscientious leadership planning and policy making sharing the workload promotion and publicity assignments and ministering to each other are highlighted aspects of the final section on team spirit A grid for organizing promotion and publicity efforts by month and a sample open hours schedule follow this section 19 references SD *Church & Synagogue Libraries* ,2005 **Resources in Education** ,1990-07

Classifying Church Or Synagogue Library Materials Dorothy B. Kersten,1990 **Library and information science annual** ,1987 The Living Church ,1979 **Reference Quarterly** ,1986 Small Libraries Donald J. Sager,2000

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