

[Church Name]
Church Media Director
Job Description (Sample)

Job Title: Church Media Director

Reports To: Pastor

Position Status: Full-Time/Part Time

Purpose:

The Church Media Director classifies and catalog all library and media inventory and directs the Church Media Ministry.

Responsibilities:

- Supervise and coordinate the activities of the library volunteers.
- Keep an up-to-date library card file.
- Purchase and repair all books and audiovisual aids.
- Assist in the distribution of program organization literature.
- Promote the ministry of church media.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Church Media Director]

Date

Revised: _____