

<b>Position:</b>	<b>Book Nook Team Member</b>	<b>Spiritual Gifts:</b>	Serving • Welcoming
<b>Ministry Area/ Department:</b>	Congregational Life - Hospitality	<b>Talents or Abilities Desired:</b>	Comfortable talking to/greeting newcomers • Organized • Responsible
<b>Accountable To:</b>	Book Nook Manager Sharon Thompson, Director of Membership & Hospitality	<b>Personality Traits:</b>	Hospitable, not shy (or able to overcome shyness) • Sensitive to needs and feelings of others •
<b>Ministry Target:</b>	Congregation and guests	<b>Passion For:</b>	Books • Learning • Unitarian Universalism • First Unitarian Church of Dallas
<b>Position Is:</b>	Volunteer	<b>Length of Service Commitment:</b>	6 months minimum
<b>Position May Be Filled By:</b>	Church member		

#### Job Description

##### Job Purpose:

Book Nook team members staff the Book Nook on Sundays and assist the Book Nook Manager in organizing and maintaining the Book Nook. This begins with welcoming people to church on Sundays and answering questions about books, church activities that may be taking place that day and Unitarian Universalism in general. The ideal candidate will have a love of books, be well versed in Unitarian Universalism beliefs and values, and enjoy meeting newcomers and sharing information with them.

##### Anticipated Time Commitments:

- **Doing ministry/preparing for ministry:** 1 Sunday per month
- **Participating in meetings/training:** 2 per year, others as needed, minimal
- **Time Commitment:**  
**Staffing the Book Nook:** 1 Sunday per month  
**Arrive:** 9:00 am; **Off duty:** 12:00 noon | May attend 1<sup>st</sup> or 2<sup>nd</sup> service

##### Responsibilities/Duties:

- Staff the Book Nook a minimum of one Sunday per month.
- Greet newcomers and members, provide information on books as needed and complete sales transactions.
- Assist the Book Nook Manager in pricing books, stocking shelves, and general Book Nook management as needed on the Sundays you volunteer
- May require opening, setting up, and closing the Book Nook.