

<b>First Unitarian Universalist Church Columbus, Ohio</b>		<b>Policies and Procedures</b>
<b>Chapter: II. Congregational Responsibilities</b>		<b>Source: Bookstore Committee</b>
<b>Title: Bookstore Policies and Procedures</b>		
<b>Approved by: Board of Trustees</b>		<b>Date Approved: August 26, 2009</b>
<b>Effective Date: August 26, 2009</b>		<b>Date of Last Review: August 26, 2009</b>

The Bookstore was created in 1965 as a service by the Church for its members. It continues today to provide spiritual, self-help, political, intellectual, and social stimulation by making high quality reading material regularly available in a comfortable environment to the First UU congregation and its committees. The Bookstore is as much about the social as the intellectual interactions of congregants and it provides a secure place for newcomers, potential new members, and other visitors in the crowded, post-service Fellowship Hall.

The members of the Bookstore team are dedicated to providing this service, promoting the Bookstore and its mission. At this time, the Bookstore is not managing or promoting the Church Library. There is only an informal relationship with Bookbites, an organized book club within the Church.

The Bookstore operates as well as it does due to the efforts of the team. There are several roles to play. Some people may play more than one role, but it always makes for a better team if the roles and effort are spread out among more people.

The Bookstore Team consists of the Chair, the Manager, and the Team Members.

**Chair (or Co-Chairs):** This role provides leadership for the team and handles administrative interactions with other parts of the Church. Specifically, they handle the following tasks:

- Schedules meetings of the Bookstore Team (1-3 times a year)
- Submit any requested information to the Annual Report
- Act as the liaison to Council(s) and other Church groups
- Prepare and submit information to inform the Church of bookstore operations, sales, and special events
- Support the Bookstore Manager and Team Members

**Manager:** The Bookstore Manager is responsible for the regular and efficient operation of the church's Sunday book table, which will be open for service during the church's program year. Specifically, they handle the following tasks:

- Coordinate volunteer schedule to ensure the bookstore is worked;
- Schedule and coordinate training of new volunteers;
- Coordinate Bookstore special events such as book sales;
- Perform an annual inventory on books in stock;
- Purchase for resale books and other materials concerning Unitarian Universalism and other subjects of interest to members, including publications of the Unitarian Universalist Association (UUA);
- Prepare the delivered books for sale;
- Keep the supplies and forms for the bookstore stocked and up-to-date

**Team Member:** Members of the Bookstore Team are volunteers and they run the bookstore after the Sunday services. Specifically, they handle the following tasks:

- Select Sundays to work the Bookstore and schedule themselves with the team.
- Follow the Bookstore Handbook for the details for performing their responsibilities;
- Safeguard the Bookstore monies while working.

**Finances:** Although the Bookstore is provided lines within the Church budget, it is operated as “zero-based budget” activity.

**Ordering Policies:** The Bookstore does not stock children’s books in general. Customers are directed to local sources. Religious Education classes tend to order their own materials and they are not stocked by the Bookstore. The Bookstore does not take individual orders. Those needs should be handled by local or online bookstores.

The Bookstore does not take books “on consignment” as it is too difficult for record-keeping. The Bookstore will purchase copies based on guidelines in the Bookstore Handbook. Once those are sold, the Bookstore will consider purchasing additional copies. The Bookstore also accepts books which are donated for sale.