



Manito United Methodist Church

Spokane, Washington

"It is our firm belief that everyone is a beloved child of God; and that it is good for us to connect with God and each other"

OUR GOAL: *"As a United Methodist community of faith, our goal is to foster disciples of Jesus Christ, with the intent of transforming the world with peace, compassion, justice and love. We do that by striving to create opportunities for all of us to CELEBRATE & WORSHIP together; SERVE others, GROW in our spiritual lives and create lasting and meaningful FRIENDSHIPS."*

JOB DESCRIPTION for Multi-Media Assistant

PURPOSE: To ensure that we are able to provide audio-visual and other multi-media experiences for church members, visitors and members of the community as we celebrate, worship and grow together in our spiritual lives.

This position reports to the Pastor and Multi-Media Coordinator

POSITION RESPONSIBILITIES & TASKS

1. Provides technical expertise for all the church's audio and visual needs relating to worship
2. Provides multi-media support to video and other projected presentations.
3. Oversees the work of the volunteers.
4. Other duties as assigned.

PROFESSIONAL EXPECTATIONS/QUALITIES

The Pastor, Coordinator and Staff Parish Relations Committee expect this person will:

1. Use clear and timely communication;
2. Work productively with coworkers, volunteers, church patrons, community members, and guests;
3. Be punctual and maintain good attendance;
4. Be flexible and able to adapt to changes when they come up; and
5. Be kind.

QUALIFICATIONS

1. Required:

- Audio and Video production skills and experience with A/V equipment;
- Experience with live-streaming programs and techniques;
- Physical requirements: Ability to ascend and descend stairs regularly;
- Strong communication and leadership skills;
- Must pass Background checks

2. Preferred:

- College or technical school courses, or equivalent experience in A/V production
- Experience working with a variety of audio, video, and media equipment
- Familiarity with the work of a local church congregation;
- Theological comfort with a progressive United Methodist understanding of God and church;

- Familiarity with church presentation software

Software usage will include but is not limited to: video editing software, PowerPoint and Pro-Presenter. Hardware usage will include the installed video cameras and video switching equipment, windows-based computers, microphone placement and set-up, and sound mixer.

HOURS/SCHEDULE:

- Hours are scheduled by the Pastor and/or Coordinator-expected to be up to 3 hours two to three Sundays per month
- Assistant must request planned time off as outlined in the MUMC Employee Handbook, two weeks in advance, if possible. The Pastor or Coordinator must approve time off.
- In case of illness, the Assistant must inform the Pastor or Coordinator as early as possible before the next scheduled shift.

COMPENSATION & SICK LEAVE

- Compensation is determined by the SPRC and Finance Committee; base pay is \$22/hour
- Normal FICA, WA Cares and Federal Taxes will be withheld from each check
- Sick leave is accrued at the rate of 1 hour per 40 hours worked, in compliance with Washington State Paid Sick Leave

ACCOUNTABILITY

- Probationary period is ninety days at which time an initial evaluation will be completed. Annual evaluations will be completed on or near the anniversary date of hire.
- Employees wishing to terminate employment are expected to give a minimum of two weeks notice to the Pastor and the SPRC Liaison, preferably in writing.

Date written: October 8, 2025

Date approved by SPRC: October 11, 2025

Staff member name (print): _____ Date _____

Staff member signature: _____