



Manito United Methodist Church

Spokane, Washington

PO BOX 8656
3220 S. GRAND BLVD
SPOKANE, WA 99203
509-747-4755

“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 Worship Assistant

PURPOSE: To make sure the church is able to meet its goal to connect with others by multiple avenues.

This position reports to the Pastor, and is assigned a Liaison by Staff Parish Relations Committee (SPRC).

TASKS & RESPONSIBILITIES

Worship Assistant shall:

1. Send weekly E. Blasts
2. Develop and mail weekly bulletins to shut-ins
3. Prepare and mail monthly DVDs
4. Manage licensing, copyrights and reporting for on-line streaming
5. Develop weekly worship slides and song sheet resourcing
6. Publish a bi-monthly newsletter
7. Greet and assist church members or visitors during church office hours
8. Other duties as assigned

CLERICAL TASKS

1. Collect mail
2. Answer the phone
3. Monitor church email

PROFESSIONAL EXPECTATIONS/QUALITIES

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
5. Be kind

QUALIFICATIONS

Required:

1. Must have advanced skills in multiple computer programs i.e. Office 365 (Word/Excel/PowerPoint and Google applications i.e Gmail and Calendar/scheduling and Database Management)
2. Must have advanced skills in slide development, written content, etc.
3. Must Pass Ministry Safe Awareness training and Background checks

Preferred: Experience in developing bulletins, newsletters

HOURS/SCHEDULE

- Hours are scheduled by the Pastor and /or SPRC
- Required 8 hours per week
Thursday 10:00 a.m. – 2: p.m. and Friday 10:00 a.m. – 2:00 p.m.
- Person must request planned time off as outlined in the MUMC Employee Handbook. Time off must be approved by the Pastor two weeks in advance.
- In case of illness, the person must inform the Pastor as early as possible before the next scheduled shift.

COMPENSATION & SICK LEAVE

- Compensation is determined by the SPRC and Finance Committee
- Normal FICA 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 in writing to the Pastor and the SPRC Liaison.