

# **NEW BEGINNINGS UNITED METHODIST CHURCH**

## **Job Description: Sunday Morning Steward**

### **Principle Focus**

Under the immediate direction of the Senior Pastor and the Staff Parish Relations Committee (SPRC), the Sunday Morning Steward will work cooperatively with the Senior Pastor. The Sunday Morning Steward will support the missions and objectives of the church to grow a community of believers in Christ, in service to the world.

The Sunday Morning Steward is a member of the ministries support staff and is selected by the Staff Parish Relations Committee (SPRC) for an unspecified period of service. The position will provide Sunday morning facility preparation support for congregational worship.

This is a part time, non-exempt position up to four (4) hours per week. Normal scheduled work hours are Sunday morning 7 AM – 8:30 AM and 12:00 PM to 1:30 PM. The Steward is off duty during Sunday school and worship hours.

### **Service setup requirements no later than 8:00 AM**

#### **Youth Building**

- Unlock all doors. (Thermostats are pre-programmed and should not need adjustment).
- Turn on lights.
- Clear steps and ramp of any trash or debris.

#### **Kid-Link Building**

- Unlock all doors. (Thermostats are pre-programmed and should not need adjustment).
- Turn on hallway and restroom lights.
- Clear doorways of any trash or debris.

#### **M&M Building**

- Unlock all doors. (Thermostats are pre-programmed and should not need adjustment).
- Start the first two urns of coffee using four bags for each full urn.
- Turn on hallway, restroom, and gym lights.
- Start the second two urns of coffee.
- Move the first two urns of coffee and ice filled water dispenser to foyer.
- Move coffee supplies to foyer including (per side): 100 cups, a basket of lids, coffee mate pump, sugar, sweeteners, stirrers, and napkins.
- Start urn of decaf coffee.
- Move the second two urns of coffee to the foyer.
- Make certain the chairs are aligned and the aisles are clear of debris.

### **Lock up/ clean up requirements immediately following 11:00 AM worship.**

#### **Youth Building**

- Turn off all lights.
- Lock all doors.

#### **Kid-Link Building**

- Turn off all lights.
- Lock all doors.

#### **M&M Building**

- Empty unused coffee and wash urns with hot water. Run water through urn spigots.
- Move urns to brew station. Leave tops open.
- Wipe down coffee station tables in foyer.
- Lock all exterior doors and ensure they are latched.

- Turn off all classroom, hallway, restroom, and gym lights.

### **Skills, Education and Requirements**

- Be kind and courteous of others
- Be timely
- Pass a background check
- Become and maintain CPR/First Aid certification and Safe Sanctuary certification
- NBUMC reserves the rights to conduct pre-employment and/or random alcohol and/or drug testing.
- Must be 16 years or older