

Davisburg United Methodist Church Nursery Attendant Time Sheet

Upon completion of this Time Sheet, please send by email davisburgumc803@aol.com or FAX: 248-634-3373 to the Church Office.
Time Sheet will be sent to the Finance Committee upon being received for processing.

Employee Name: _____

Title: _____

Status: _____

Department: _____

Supervisor: _____

Date	Present Mark with an "X"	Absent Mark with an "X"

Signature - Your typed full name will be considered your signature

Date

Job Description – Nursery Attendant

The care of children is providing a safe accommodating place with a responsible attendant. The SPRC will evaluate the Nursery Attendant's job performance each year. An agreement shall be signed each year. Upon two weeks' notice may terminate employment. New employees will be reviewed after the first 90 days, annually thereafter.

Responsibilities

- Care for the well-being for the children brought to the nursery during the Sunday Worship Service and/or Sunday school following DUMC child care guidelines. (Newborn to approx. 3 years of age)
- Sign insurance affidavit regarding personal character.
- Remain with all children in the nursery until responsible parent or guardian has taken possession.
- Arrive at least 15 minutes prior to church service or Sunday school.
- Notify SPRC chairperson or liaison, in advance of absences.
- Be knowledgeable of accepted blood born pathogen practices. (DUMC to provide training)
- FIRST AID/CPR certified (DUMC to provide training)
- Make sure lights are off and windows are closed upon leaving for the day.
- MUST attend DUMC's "Safe Sanctuary" Training of "Policy for The Protection of Children, Youth and Vulnerable Persons."

Davisburg United Methodist Church Administrative Assistant Time Sheet

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Job Description – Administrative Assitant

- Answer phone calls and retrieve messages from answering machine.
- Record worship attendance and enter addresses on the computer.
- Compile prayer concerns for pastor and church.
- Relay prayer concerns via email.
- Prepare the weekly bulletin for the service(s) and the bi-monthly newsletter.
- Mail all church correspondence.
- Order office supplies.
- Ensure the sanctuary pews have; offering envelopes, pencils. Maintain "Information Booth" in the Narthex; Keep filled and replenish when necessary.
- Type and assemble Church Conference reports and year-end reports.
- Make copies of worship services as requested.
- Maintain church calendar and coordinate building requests.
- Produce documents as required by pastor, youth ministries director or committees.
- Create and maintain website information.
- Update and maintain church sign, changing as necessary for specific events.
- MUST attend DUMC's "Safe Sanctuary" Training of "Policy for The Protection of Children, Youth and Vulnerable Persons."

Davisburg United Methodist Church Choir Director Time Sheet

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Job Description – Choir Director

- Preparing and directing adult choir for Sunday worship service.
- Select, order, disburse and keep indexed inventory of music for use by the Adult Choir.
- Keep accurate dates of when music is used.
- Rehearse music with the choir and accompanist at a weekly scheduled time.
- Arrange for sound system/accompaniment for rehearsals, Sunday Services and special events in which the adult choir participates.
- Provide tentative schedules and lists of music for at least a month in advance to the pastor, accompanist and choir.
- Provide for weekly choir performance with option for special music.
- Encourage musical participation of as many people as possible.
- Possibly attend workshops and/or seminars concerning techniques, music for personal development as desired. Prior approval is required by SPR Committee. Attendance can be once per year not to exceed \$100.00 for reimbursement.
- Work within the music budget and request additional funding through the proper channels.
- Participate as member of Worship Committee; including discussing and getting approval for special music events and major music programs.
- Arrive at service/event/performance/rehearsal at least 15 minutes prior to scheduled beginning.
- MUST attend DUMC's "Safe Sanctuary" Training of "Policy for The Protection of Children, Youth and Vulnerable Persons."

Davisburg United Methodist Church Pianist/Organist Time Sheet

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Job Description – Pianist/Organist

- Play the piano/organ for Sunday morning worship. This includes prelude, offertory, hymns and postlude. Also provide choir and special music accompaniment when needed.
- Play for the Christmas Eve services for additional pay; All other special services shall be optional.
- Work with the Adult Choir Director and Worship Committee in planning.
- Weekly rehearsal for necessary participation in Sunday worship service.
- Participate as a member of the Worship Committee.
- Keep the Trustees informed of needed repairs of the organ/piano.
- Inform SPRC for replacement arrangements and substitutes for time off.
- Arrive 30 minutes prior to scheduled service/event/performance/rehearsal.
- MUST attend DUMC's "Safe Sanctuary" Training of "Policy for The Protection of Children, Youth and Vulnerable Persons."

Davisburg United Methodist Church Youth Ministry Director Time Sheet

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Supervisor: _____

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Date

Job Description – Youth Ministry Director

- Coordinate the church’s youth activities for grades 6 – 12.
- Help develop and maintain a balanced program including study, worship, fellowship and servant hood.
- Encourage adult and youth volunteers as leaders and helpers to serve in the youth ministries.
- Responsible to update the Ad Board Committee concerning youth.
- Arrange regular communication system with youth. (newsletter, social media & being accessible)
- Responsible for mission projects & retreats
- Provide youth guidance, conferring with the pastor if necessary.
- Maintain communication with the pastor.
- Meet with SPRC quarterly, to provide evaluation and status of DUMC youth Ministry.
- MUST attend DUMC’s “Safe Sanctuary” Training of “Policy for The Protection of Children, Youth and Vulnerable Persons.”

Davisburg United Methodist Church Custodian Time Sheet

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Job Description - Custodian

MUST attend DUMC's "Safe Sanctuary" Training of "Policy for The Protection of Children, Youth and Vulnerable Persons."

Church - Dust cobwebs in all areas.

Narthex

- Vacuum carpeting including stairs and landing
- Dust windowsills, ledges, all furniture and chairlift
- Clean all glass
- Discard paper and trash

Sanctuary

- Vacuum carpeting, pew cushions (flip each week), balcony and stairs
- Dust or sweep windowsills, ledges, pews, chairs, pulpit, lectern, communion rail, altar, choir rails, piano, organ and wood floor
- Discard paper and trash
- Remove old flowers each week

Conference Room/Worship Office/Choir Room/War Room

- Vacuum carpet
- Clean door windows and mirror in secretary's office
- Empty wastebaskets
- Wipe windowsills
- Dust cabinet top, piano, tables and counter tops
- Hangers placed in closet
- Entryways/Hallways
- Vacuum carpet
- Clean windows of entry doors
- Clean tile floors, dust, mop and wax as directed (with one week advance notice)
- Classrooms/Nursery Rooms/Fellowship Hall
- Vacuum carpet
- Dust windowsills, ledges, piano, and all furniture
- Sweep floors (do not mop Fellowship Hall wood floor)
- Clean door windows and mirrors
- Empty wastebaskets
- Straighten tables and chairs
- Place excess chairs in storage area

Bathrooms

Empty wastebaskets
 Clean sinks, counters and toilets
 Clean mirrors, light switches, door knobs, & wash hand prints
 Sweep and mop floors
 Make sure all dispensers are full (toilet paper, paper towels, and soap)
 Kitchen
 Sweep/mop floors and wax as directed (with one week advance notice)
 Empty garbage containers in dumpster
 Wipe countertops and appliances
 Clean sinks
 Clean garbage containers

Gospel Center**Foyer**

Clean door windows inside and out
 Wash all window sills and tables
 Sweep chair cushions
 Sweep down cobwebs
 Empty Trash
 Sweep, vacuum rugs and mop

Kitchen

Wash all countertops
 Wash sinks and faucets
 Clean all doors and windows inside and out
 Change trash bags
 Change air freshener refills if needed
 Sweep and mop floor
 Wesley Hall
 Vacuum once per month – Dust and Sweep down Cobwebs

Hallways

Wash drinking fountain
 Clean all doors and windows inside and out
 Dust and sweep down cobwebs
 Sweep and mop

Bathrooms(both floors)

Stock all toilet paper, paper towels, and baby changing station napkins
 Refill hand soap and air freshener refills if needed
 Wash mirrors, and sinks
 Wash hand prints off stalls and walls
 Clean Toilets inside and out
 Sweep and mop
 Empty Trash
 Asbury Room/Stephen Room/Daniel Room/Admin Office/Pastor's Office
 Empty Trash
 Furniture Polish all wooden surfaces
 Clean door window
 Wash all table tops and window sills
 Change air freshener when needed
 Vacuum and Mop

Stairwell

Sweep Stairs
 Vacuum Landings
 Sweep/ dust down cobwebs

Utility Closet

Sweep and mop

Weddings (Additional pay from Wedding Rental Fee)

Redo sanctuary duties. Prepare church for Sunday morning.
 Clean bathrooms
 Sweep entryways of church (birdseed or rice) inside and out
 Empty garbage

Funerals (Additional pay from Wedding Rental Fee)

Sanctuary, narthex and Fellowship Hall will need to be prepared for Sunday morning
 Special Services (Maundy Thursday/Good Friday and Christmas Eve)
 Sanctuary and Narthex cleaned upon request prior to event

Occasional Duties

Check for and replace burned out light bulbs where accessible, notify Administrative Assistant of others
 Wash woodwork surface (face of balcony ledges, back stairway, front stairway to basement)

Supplies

Maintain list of required supplies
 Leave a list of supplies needed to be ordered on Administrative Assistant's Desk