



First United Methodist Church, Johnson City, TN **part-time position preparing weekly Worship Guide**

First United Methodist Church in Johnson City, TN currently has an open part-time position for an individual to prepare the weekly Worship Guide used for the Sunday morning worship service. This includes gathering the necessary information from those responsible, preparing the layout of the document, printing and preparing for use on Sunday morning. This individual would also be responsible for preparing PowerPoint slides with announcements to run before the service.

Qualifications:

As a minimum:

- Demonstrated dependability;
- Ability to meet deadlines;
- Excellent keyboarding skills;
- Ability to work independently with minimal supervision;
- Experience using Microsoft Publisher software and PowerPoint
- Excellent verbal and written communication skills;
- Demonstrated competence in basic document layout and design.

In addition this position requires:

- Own computer with Window 7 or higher
- Have access to e-mail;
- Satisfactory Security Check;
- Applicants are requested to provide three (2) references

Part-time: 10 Hours per week- flexible hours /\$150 per week

FUMC-JC is dedicated to *“Making more and better disciples of Jesus Christ for the transformation of the world”*.

Please send letter of interest with references and resume to sprc@1stchurchjc.org
Applications accepted until July 30, 2016.