

# MORROW

MEMORIAL UNITED METHODIST

# CHURCH

## **Church Treasurer/Bookkeeper -**

Morrow Church in Maplewood is looking for the right person to manage their fairly complex and digitized accounts payable and financial reporting system. Must be proficient with Quickbooks and Excel and be comfortable with many moving pieces. Must be willing to work with and exercise patience with people and committees.

Morrow Church is a vibrant United Methodist congregation in Maplewood, NJ offering many multigenerational and multicultural programs and ministries. We embrace the full inclusion of all people in the life and ministries of the church and celebrate our human family's diversity of sexual orientation, gender identity, race, ethnicity, age, faith, economic status, marital status, physical and mental ability, and education.

Fifteen hours a month can be worked remotely over an agreed upon 3 or 4 days or evenings. \$25/hour, must be bonded. Initial training months may require additional hours and some presence in the office will be appreciated. Please email [resumes@morrowchurch.org](mailto:resumes@morrowchurch.org)

## **Office Administration and Communications**

We are seeking a talented professional with solid office administration skills who understands the importance of good communication and interpersonal relationships. The right candidate can manage time well in this part time role that fulfills many tasks. You will be responsible for our member and donor database, will write and manage content for the website, weekly e-blasts, social media, worship bulletins, quarterly newsletters and more. You will manage the use of the building by outside groups and engage volunteers along the way. You will report to the Senior Pastor, hold confidentiality and embrace the mission. Proficient in Google Drive, Office Powerpoint/Word/Excel, Wordpress, Canva. And a quick learner of Data and Donor Management Systems.

Morrow Church is a vibrant United Methodist congregation in Maplewood, NJ. We embrace the full inclusion of all people in the life and ministries of the church and celebrate the diversity of human family created by God. This includes faith, race, ethnicity, sexual orientation, gender identity, age, economic status, marital status, physical and mental ability, and education.

25 hours per week, \$25 per hour. No phone calls please. Please email a cover letter and résumé to [resumes@morrowchurch.org](mailto:resumes@morrowchurch.org)

## **Sunday School Superintendent/Lead Teacher**

Morrow Church is a progressive, LGBTQ+ affirming, Christian congregation focused on Diversity, Equity, and Inclusion. Our mission is to teach and share God's love from the Bible in a manner that is grace-filled. Like-spirited candidates are encouraged to apply. The Sunday School Director at Morrow is responsible for: loving, recruiting, resourcing, and empowering a Sunday School Team, planning and supervising Vacation Bible School, designing family events, and organizing mission opportunities for the families. Worship participation, children's sermons, and creating digital engagement will also be required. We are looking for a team-oriented, resourceful individual who is outgoing and joyful, who can facilitate robust relationships, and recruit and inspire volunteers. Excellent time management and good organizational skills are a must. Background checks are required for our team and adherence to our Safe Sanctuary policy will be required. Flexible 12 hours per week, including 4-6 hours on Sundays, are required for worship and other activities. This is one of two open positions at Morrow Church. The right candidate with experience and gifts for one or both positions is encouraged to apply. Please email resumé and cover letter outlining how you are called to this work, what excites you most about it, and what gifts you will bring to the team: [resumes@morrowchurch.org](mailto:resumes@morrowchurch.org).

## **Youth Director**

Morrow Church is a progressive, LGBTQ+ affirming, Christian congregation with a goal of Diversity, Equity, and Inclusion for our staff. Like-spirited candidates are encouraged to apply. Our church has enjoyed a long history of offering a safe and welcoming space for youth of all ages from our church and our community. We are seeking a smart, loving, and spirit-filled leader for our Youth Groups who shares our passion for mission and justice, and deepening the spiritual life of God's kids. A commitment to learning about the world and serving God's people is paramount. The Director will research and plan mission trips (some local and/or national) and pilgrimages related to social issues in conjunction with the education team and the Senior Pastor. Recruitment of parents to chaperone and assist is always needed. The right person will have a love of God's church, an awareness of the sacred in all things, and a keen sense of meeting the kids where they are and honoring their value and worth exactly how God created them. Background checks are required for our team and adherence to our Safe Sanctuary policy will be required. 20 hours per week that includes Sunday morning worship with 3 weeks of travel expected; paid time off will be extended. This is one of two open positions at Morrow Church. The right candidate with experience and gifts for one or both positions is encouraged to apply. Please email resumé and cover letter outlining how you are called to this work, what excites you most about it, and what gifts you will bring to the team: [resumes@morrowchurch.org](mailto:resumes@morrowchurch.org).