



---

## **Social Media Post Scheduler and/or Contributor**

**Time Commitment: Three Hours monthly | Serve on-campus or from home**

*You are an important leader in facilitating and enhancing South Shore's communication. Without consistent, clear, and up-to-date communication, especially on the church's social media, the congregation can become confused and frustrated with poor leadership. Beyond just words on a screen, the goal of all South Shore's multi-media, including our social media, is to use every resource at our disposal to help to draw people into the presence of God. Thank you for your service!*

*Social Media Post Schedulers and/or Contributors will receive one-on-one training from SSUMC Staff Members familiar with creating and scheduling social media posts. SSUMC Staff Members will also be available to answer questions and/or troubleshoot alongside Social Media Post Schedulers and/or Contributors.*

*SSUMC Staff Members will provide Social Media Post Schedulers and/or Contributors with post content, including text and media files, the calendar for the posts, and the completion date for the posts to be scheduled.*

General Description of Volunteer Role:

1. Be in **prayer** for technology:  
*Example: Lord, please use these scheduled posts to draw others into your beautiful presence.*
2. Complete and schedule SSUMC's Social Media Posts provided by SSUMC Staff. (In time, this role may include the creation and contribution of original social media posts.)
3. Serve *joyfully* as a SSUMC Social Media Post Scheduler! **(Complete Description Below)**

If you are interested in learning more about and/or serving as a SSUMC Social Media Post Scheduler and/or Contributor, please begin with prayer, such as

*Lord, guide me in the discernment and investment of my gifts in service to you and your Kingdom through South Shore. Amen.*

Then, connect with Pastor Sarah via [sarah@southshoreumc.com](mailto:sarah@southshoreumc.com).



---

## **Social Media Post Scheduler and/or Contributor**

**Time Commitment: Three Hours monthly | Serve on-campus or from home**

*You are an important leader in facilitating and enhancing South Shore's communication. Without consistent, clear, and up-to-date communication, especially on the church's social media, the congregation can become confused and frustrated with poor leadership. Beyond just words on a screen, the goal of all South Shore's multi-media, including our social media, is to use every resource at our disposal to help to draw people into the presence of God. Thank you for your service!*

*Social Media Post Schedulers and/or Contributors will receive one-on-one training from SSUMC Staff Members familiar with creating and scheduling social media posts. SSUMC Staff Members will also be available to answer questions and/or troubleshoot alongside Social Media Post Schedulers and/or Contributors.*

*SSUMC Staff Members will provide Social Media Post Schedulers and/or Contributors with post content, including text and media files, the calendar for the posts, and the completion date for the posts to be scheduled.*

1. Be in **prayer** for technology:  
*Example: Lord, please use these scheduled posts to draw others into your beautiful presence.*
2. Navigate to facebook.com | Suggested Web Browser: Chrome
3. Navigate to South Shore UMC's Facebook Page and select 'Publishing Tools' on the left-hand side; Schedulers/Contributors will be granted this credentialed access through the Church Office.
4. Select 'Scheduled Posts' on the left-hand side, and then select [Create New](#) in blue.
5. Enter the post's 'caption' in the 'Text Box' and load the corresponding media provided to you by the Church Office.
6. In the lower right corner, click the blue '[downward facing triangle](#)' and select 'Schedule Post.'
7. Schedule the date and time for the post to become 'live' on the SSUMC Facebook Page, and hit Save.
8. Click '[Schedule Post](#),' and the Schedule Post Generator will close.
9. After a few minutes, your scheduled post(s) will appear on the Scheduled Posts Calendar; you can preview all scheduled posts on the Scheduled Posts Calendar.
10. After you have created and scheduled all of the requested Scheduled Posts, and ensured the accuracy of their posting date and text/media content, you may exit Facebook and/or close your web browser.