For April 9, 2026 PNWD Board meeting

Propose: that PNWD offer our District Administrative Assistant, **Daniel Klayton, an increase in weekly hours, from 10 to 15 hours/week,** at $32/hour (plus the $2,500/year bonus agreed upon in January 2026)

Daniel also functions as our District Treasurer, and has been in district employ for 5 years. In reviewing Daniel's bonus (requested of the DE team by the district at our February meeting), we talked to Daniel about his duties in the position description (attached). He responded that the duties he has let diminish are productions of district newsletters and a social media presence. "These tend to take me a significant amount of time and it's been a struggle to fit them in." He expressed interest, as well, in program development and event production, and we've seen his expertise and creativity in that. The increase in hours will allow Daniel to more fully carry out the job description tasks as well as enhance life in the district by expanding awareness and sharing information more effectively with congregations and individuals of the district.

Pacific Northwest District
Church of the Brethren
Proposal
Establish staff position of District Administrative Assistant
Purpose:
The intention is to provide support for the District Executive Team and enhance the functioning
of the Pacific Northwest District.
Areas to be addressed:-
- be a conduit for District communication receiving and sharing information appropriately
- process postal mail distributing as necessary, responding as needed
- manage/monitor electronic media (email, website, social media)
- create and maintain a District Directory
- develop and produce a District Newsletter
- maintain and make available a District calendar
- serve as technology resource/support person for District and congregations
- prepare denominational reports, serve as interface between denomination and district
- keep overview of ongoing tasks and activities related to District administration
- be available to assist members of DE Team with tasks as needed

Functional assumptions:
The Administrative Assistant will attend District Conference and District Board meetings to cultivate perspective on District actions and interests as well as being a source of applicable information.
Person best suited to fill this position will have strong ties to the Church of the Brethren and the
Pacific Northwest District.
Administrative Assistant will work closely with and be responsible to members of the District Executive Team within general oversight of the District Board.
Compensation:
The position of Administrative Assistant will be established on a 1/4 time basis with financial compensation not to exceed $ 15,000.00 annually. Actual operating contract will be finalized and adopted by the District Board within limits set by action of District Conference.