



MANHEIM BIC CHURCH

Adult Ministry Administrative Assistant

Ministry Description, 8/19/2026

Position Title: Part-time **Adult Ministry Administrative Assistant** | MBIC

Job Summary: The MBIC Adult Ministry Administrative Assistant serves with our Adult Ministry team in support of the church's mission to "initiate and nurture a growing relationship with Christ." This role provides behind-the-scenes administrative support to three ministry leaders: the Next Steps Director (small groups, Sunday school, women's ministry, missions), the Community Outreach Pastor (men's ministry, first impressions, community outreach), and the Care Director (Blessing Manheim, care and visitation, seniors ministry). Hours are distributed equally across all three roles.

Key Responsibilities:

Support for the Next Steps Director

- Maintain PCO records for small groups, Sunday school classes, and adult discipleship programs, including rosters, leader assignments, and scheduling.
- Coordinate logistics for the Discover MBIC Class, New Believer's Class, Membership Class, and other assimilation events.
- Edit and distribute weekly sermon discussion prompts and discipleship resources as directed.
- Coordinate communication with small group leaders and people interested in forming/joining small groups.
- Support small group leader recruitment logistics and track onboarding steps as directed.

Support for the Associate Pastor (First Steps)

- Coordinate logistics for community outreach events and local initiatives (e.g., Manheim Project, Outdoor Service, Christmas Tree Lighting).
- Support the First Impressions Teams (FIT) — Welcome, Usher, Security, and Parking — through volunteer scheduling and communication.
- Assist in preparing promotional materials for community outreach programs in coordination with the communications team.

Support for the Care Director

- Assist with Blessing Manheim (benevolence) coordination, including tracking assistance requests and gift card records with appropriate confidentiality.
- Coordinate care ministry events, including the Meal Ministry, Moving Ministry, Grief-Share groups, and seasonal initiatives (November Food Pantry, December Giving Tree).
- Support funeral ministry logistics, including volunteer scheduling and food preparation coordination.

General Administrative Support

- Manage calendar events, room reservations, registrations, and volunteer communications in PCO across all Adult Ministry programs and events.
- Assist ministry leaders with event setup and teardown, and support Adult Ministry communications including newsletters and announcements as directed.
- Track and manage background clearance records for all Adult Ministry volunteers.

Key Competencies:

1. Demonstrable growing relationship with Jesus Christ.
2. Ability to serve as a spiritual role model demonstrating commitment to Christ and spiritual maturity (1 Timothy 3, Titus 1).
3. A member of MBIC in good standing or in the process of becoming a member; alignment with the beliefs and practices of the Brethren In Christ denomination.
4. Ability to work ahead, plan, organize, and communicate well across multiple ministry areas.
5. High degree of discretion and confidentiality, particularly in matters related to care, benevolence, and congregant records.
6. Proficiency with Planning Center Online (PCO) or willingness to learn; comfort with general office software and communication tools.
7. Willingness to lead with a professional and positive attitude that supports the core values of Manheim BIC and other church ministries.
8. Completion of all required FBI, State Police, and child abuse clearances before the start date.

Time Commitment

This is a part-time, 15 hr./wk. in-person position that may involve occasional evening work to support Adult Ministry events or programming. Hours and workload will be reevaluated after the first 90 days.

Reporting Relationships

- This role reports directly to the MBIC Lead Pastor, who provides oversight of the Adult Ministry team.
- This role serves the Adult Ministry team by providing support to the Next Steps Director, Associate Pastor, and Care Director.
- Annual Performance Reviews will be conducted and reviewed with the Lead Pastor.

Part-time positions are compensated on an hourly basis. Salary will be based on experience and education.

Send Resume & Cover Letter to:

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