



MANHEIM BIC CHURCH

Family Ministry Administrative Assistant

Ministry Description, Rev. 8/12/2024

Position Title: Part-time **MBIC Family Ministry Administrative Assistant**

Job Summary: The MBIC Family Ministry Administrative Assistant serves with our Family Ministry team to support our church's ministry to children, youth, and families through our mission: "to initiate and nurture a growing relationship with Christ."

In this position, the administrative assistant works closely with our High School Youth Pastor and other members of the Family Ministry team by providing behind-the-scenes administrative support and resourcing.

Approximately 2/3rds of the assistant's time is devoted to High School ministry support.

Key Responsibilities:

1. Support High School ministry weekly programming by preparing materials, scheduling volunteers, and overseeing PCO database of students.
2. Oversee PCO activity for the High School Ministry, including student check-ins, visitor follow-up, and small groups.
3. Update Social Media Accounts and Family Ministry Newsletter
4. Assist ministry leaders in the preparation, setup, and teardown of Family Ministry events.
5. Create calendar events, room reservations, and registrations within PCO for Family Ministry events.
6. Manage and track valid background clearances for all new and existing Family Ministry team volunteers.

Key Requirements/Competencies

1. Demonstrable growing relationship with Jesus Christ
2. Ability to serve as a spiritual role model by demonstrating a 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.
4. Ability to work ahead, plan, organize, delegate, and communicate well.
5. Ability to self-initiate projects and develop/improve workflows,
6. Willingness to lead with a professional and positive attitude that supports the core values of Manheim BIC and other church ministries.
7. Ability to remain calm in tough situations and critically evaluate helpful solutions.
8. Alignment with the beliefs and practices of the Brethren In Christ denomination.
9. 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 youth and children's ministry events or programming. Approximately 2/3rds of the position is dedicated to High School Youth Ministry support.

Reporting Relationships

- The High School Youth Pastor supervises this role.

- This role serves on the Family Ministry team and assists ministry directors under the direction of the High School Youth Pastor.
- Annual Performance Reviews will be conducted and reviewed with the supervisor and Volunteers.

Full-time Positions include additional benefits such as health care insurance, retirement contribution, paid time off, and educational funding. Pastoral positions are granted a five-week sabbatical for every five full years served. Salary will be based on experience and education.

Send Resume & Cover Letter to: Dwight Gehman, High School Youth Pastor
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