



# MISSION CITY BIBLE CHURCH

## FAMILY MINISTRIES ASSISTANT

### **MISSION, VISION, and PILLARS:**

Mission City Bible Church (MCBC) exists to glorify God through the fulfillment of the Great Commission in the spirit of the Great Commandment (Matthew 28:18-20; Matthew 22:37-39).

Our vision is to be a disciple-making church that will send as many people as possible, as frequently and as intentionally as possible, for the spread of the gospel and for the glory of God among our neighbourhoods and across the nations. We desire, by the grace and strength of our God, to reach 120,000 people in our region with the gospel of Jesus Christ in our lifetime.

To accomplish this mission and vision, we are committed to the following six pillars: bold preaching (2 Timothy 4:2); passionate worship (John 4:23-24); fervent prayer (1 John 5:13-14); courageous evangelism (John 20:21); intentional discipleship (Colossians 1:9-10); and strategic church planting (Acts 16:9-12; Titus 1:5).

### **SUMMARY:**

The successful candidate will provide part-time (15 hours/week) administrative support to the *Pastor of Family Ministries* and to the *Mission City Kids Leader* as they seek to implement the mission, vision, and pillars of MCBC within their respective ministries. This person will report directly to the *Pastor of Family Ministries*.

### **QUALIFICATIONS:**

#### ***Personal:***

- This person must model a servant's heart and a desire to live for Jesus Christ in every aspect of life with an evident passion for the glory of God.
- This person must display evidence of ongoing spiritual growth and a consistent hunger and thirst for righteousness (Matthew 5:6).
- This person must be committed to our staff values of humility (1 Peter 5:5-6), excellence (1 Corinthians 15:10), prayer (John 15:5), loyalty (Proverbs 17:17), and generosity (2 Corinthians 9:7).
- They must agree with MCBC's Doctrinal Statement.
- They must be committed to the mission, vision, and leadership of MCBC.

#### ***Professional:***

- This person must be a team player who is self-motivated, highly organized, has demonstrated leadership ability, and is committed to the success of the team.
- This person must have a basic understanding of and ability to create plans, manage time, and track budgets.
- This person must have strong verbal, written, phone, and email communication skills including good spelling, grammar, and punctuation.
- This person will understand the need for confidentiality within the ministry setting.
- This person must be proficient in the use of current technology, specifically: the Apple operating system, FaceTime, Dropbox, Google Suite, Keynote, Planning Centre Online, Expensify, email, texting, and various social media platforms. Graphic design skills will be helpful, but not necessary.

### ***Practical (Roles and Responsibilities):***

#### **YOUTH AND YOUNG ADULTS (YYA):**

To work in cooperation with the Pastor of Family Ministries:

- provide support to young adults and youth ministry nights, events, and camps
- coordinating and facilitating young adults' events, as needed, in cooperation with and at the direction of the Pastor of Family Ministries.
- preparing, facilitating, and occasionally running youth night services and breakouts, including but not limited to:
  - preparing ProPresenter slides, songs, announcement graphics, supplies, attendance lists, etc.
  - ensuring teams are in place and ready (i.e., Connections, Setup, youth leaders, Worship, etc.).
- providing admin support through scheduling, filing, purchasing, etc.
- researching and recruiting volunteers, supplies, and locations.
- ensuring all existing workers have up-to-date police checks.
- conducting mailings to students and families (i.e., birthday cards, first-time guests, absentee follow up, etc.)
- tracking Planning Centre Online (PCO) registrations, attendance, and status of YYA; to follow up, as needed.
- assuming other duties, as assigned.

#### **MISSION CITY KIDS:**

To provide administrative support to various aspects of Mission City Kids weekends, weekday programs, and seasonal ministry opportunities (such as VBS, Christmas, etc.), including but not limited to the following:

- working in close cooperation with the Mission City Kids Leader and Coordinators.
- updating and managing the PCO database for all new and existing children.
- producing updated rosters each week for classrooms.
- ensuring classrooms are stocked and organized weekly with all materials, curriculum, and activities.
- working with MC Kids co-ordinators to provide proper oversight to the scheduling of workers for each of the Mission City Kids ministries.
- overseeing the assimilation process for all new workers, including the completion of the Family Ministries application, police check, interview, reference checks, etc.
- ensuring all existing workers have up-to-date police checks.
- conducting mailings to children and families (i.e., birthday cards, first-time guests, absentee follow up, etc.)
- ensuring accuracy of the Mission City Kids webpage.
- tracking and maintaining budgets.
- planning all training, appreciation, and various leadership meetings with the Mission City Kids Leader
- processing child dedication requests, interviews, and arrangements (i.e., interview, certificate, Sr. Pastor letter, and other details, as needed).

#### ***Gifts and Abilities:***

The successful candidate will have a mix of gifts and abilities that include administration, helping, and leadership.

**NOTE:** This role will begin as a one-year contract position to be evaluated at the end of the year. This support role will be expected to actively engage and grow in these ministries as described above rather than be an administrative "desk job." This position will be filled as soon as a suitable candidate is found.

Resumes will be received until November 30 by email only at [jobs@missioncitybiblechurch.ca](mailto:jobs@missioncitybiblechurch.ca).