



PART TIME OFFICE ADMINISTRATOR AND FINANCE LIASON **Mission City Bible Church**

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 our city, region, and the ends of the earth with the gospel of Jesus Christ in our lifetime. In order to effectively do this, we are focusing on Training, Multiplying, and as a portable church, we are pursuing a Building as a tool to carry these out in the near future. All of this is part of an ongoing campaign called "Follow Me" (Mark 1:17)

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 5:14-15); courageous evangelism (John 20:21); intentional discipleship (Colossians 1:9-10); and strategic church planting (Acts 16:9-12; Titus 1:5).

ABOUT OUR REGION & OUR CHURCH:

With a population of more than 100,000 people, and its planned estimated population growth of around 12% in the next several years, the city of Brantford and the region of Brant continues to experience significant growth as one of the fastest growing cities in Canada. Mission City, which currently meets at Brantford Christian School, is the church home of approximately 750-900 people across a wide demographic spectrum.

SUMMARY:

The Office Administrator & Finance Liaison will enable our pastors and directors to fulfill the mission and pillars of the church. The office administrator will be an enthusiastic member of the administrative team who is committed to carrying out the mission, vision, doctrine, pillars, and ministry strategy of Mission City Bible Church as established by the elders and executed by the staff team.

QUALIFICATIONS:

Personal:

- The Applicant 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.
- The Applicant must strive to help build a culture of Biblical Community by living out the One-Another's of Scripture.
- The Applicant must display evidence of ongoing spiritual growth and a consistent hunger and thirst for righteousness (Matthew 5:6).
- The Applicant 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).
- The Applicant must agree with MCBC's Doctrinal Statement.
- The Applicant must be committed to the mission, vision, pillars, and leadership of MCBC.

Professional:

- The Applicant must be a team player that intentionally grows relationships with those the Applicant works with.
- The Applicant must have strong collaborative skills, exceptional relational skills, be highly organized, and pay close attention to details.
- The Applicant must have strong verbal, written, phone, and email communication skills including good spelling, grammar, and punctuation.
- The Applicant will understand the need for confidentiality within the ministry setting.
- The Applicant must be proficient in the use of current technology, such as: the Apple operating system, Zoom, FaceTime, Dropbox, Google Docs, Keynote, Planning Centre Online (PCO), email, texting, and various social media platforms.
- It is preferred, but not necessary, that the Applicant has served (either paid or volunteer) in a Great Commission Collective (GCC) church.

Practical:

The key responsibilities of this role will include the following:

Office Administrator

(Reports to the Care Coordinator for Discipleship Ministries & Office Administration)

Reception & Office Management:

- Serve as the first point of contact for visitors, answering phones, managing emails, and welcoming guests.
- Maintain office supplies and manage the kitchen area, ensuring tidiness and functionality of the space.
- Manage the info@ email account, directing inquiries to appropriate ministry leaders.
- Keep office equipment and related contracts up to date and in working order.
- Organize the copier and supply room; ensure materials are ordered and available as needed.
- Oversee and maintain the cleanliness and organization of the office space weekly: garbage removal, vacuuming, cleaning surfaces, etc.

Calendar & Event Coordination:

- Manage the ministry and office calendar, scheduling ministry events, staff meetings, and other church activities.
- Manage the BCS room assignments for Sundays
- Coordinate staff birthdays, special recognitions, and ministry-related events as needed.

Administrative Support for Ministry Leaders:

- Provide administrative support to the Care Coordinator for Discipleship Ministries, including printing and organizing materials for ministry events.
- Assist with the church's Planning Center Online (PCO) database updates and event registrations.
- Occasionally assist with weekend or evening events when required.

General Office Support:

- Coordinate with the HR Ministry Team to fulfill health and safety responsibilities.
- Support the Communications Team by printing materials for Connection Tables and assisting with weekly church Enews.
- Other duties as required.

Finance Liaison

(Reports to Lead Pastor of Ministry & Vision)

Financial Administration & Liaison:

- Serve as the primary contact for financial inquiries between the church and the bookkeeper.
- Process emails to the finances email including forwarding information to the bookkeeper as needed, including E-transfers and bills.
- Process honorarium, check requests, and bi-weekly check runs for ministry-related expenses.
- Send credit card statements monthly and ensure all staff expense reports are submitted on time along with the Lead Pastor of Ministry and Vision.
- Oversee the tellers by scheduling them and communicating with them.
- Support the church's annual audit by finding invoices and documents as required.
- Provide assistance to the bookkeeper in the issuing of charitable receipts and ensure the accuracy of donor information in PCO.
- Provide information for the Auditors in the completion of the T3010 charity return as needed.
- Assist with WSIB remittances and annual reconciliation if necessary.
- Ensure all financial data is securely stored and backed up online with QBO backup. (Automated)
- Work with the Lead Pastor of Vision & Ministry on contracts, agreements, and banking matters.

Other Responsibilities:

- **Spiritual Growth:** Maintain a disciplined spiritual life, engaging in daily time with God through prayer, worship, and Scripture reading.
- **Accountability:** Develop ongoing relationships with accountability partners in areas such as spiritual growth, personal purity, and financial stewardship.
- **Staff Participation:** Attend regular staff meetings and contribute to the overall health and mission of the church.
- **Lifelong Learning:** Continuously pursue growth in skills and knowledge relevant to the duties of the position.
- **Additional Tasks:** Perform other duties as assigned to meet the evolving needs of the church office.

ADDITIONAL NOTES:

This role description is not intended to be all-inclusive. The successful candidate may be required to perform different but related duties as negotiated to meet the ongoing needs of the church. This role will begin when a suitable candidate is found.

RESUMES AND QUESTIONS can be sent to jobs@missioncitybiblechurch.ca. Electronic applications only please.