



**ADMINISTRATIVE ASSISTANT
TO THE
PASTOR OF FAMILY MINISTRIES AND DISCIPLESHIP
AND
PASTOR OF CONGREGATIONAL CARE**

Purpose

To assist the Pastor of Discipleship and Pastor of Congregational Care with specific administrative tasks as well as general administration in order to advance the mission of Memorial Park Church to Love People. Know Jesus.

Qualifications

- Gifted in administration, organized
- Administrative support experience
- Detail oriented, ability to follow directions accurately
- Self-motivated and timely with assignments
- Strong relational skills, team player, work well with staff and volunteers
- Strong respect and adherence to maintaining confidentiality
- Administrative skills:
 - Competent in Microsoft Office
 - Ability to learn MPC Connect
 - General competencies skills for classes

Accountability

Directly accountable to the Director of Family Life and Discipleship under the supervision of the Lead Pastor. The Pastor of Congregational Care will also provide supervisory support in pastoral care matters.

Position Status

- This is a PART-TIME NON EXEMPT position not to exceed 20 hours per week.
- The position will enjoy benefits as stipulated by MPC's Personnel Handbook

Essential Duties & Responsibilities

To oversee administrative responsibilities regarding Adult Discipleship Classes, Small Group Ministry, Marriage Ministry, Men's Ministry, and Pastoral Care Ministries as well as providing administrative support to Pastor of Discipleship and Pastor of Congregational Care. This may include but is not limited to the following areas:

- Oversee administrative responsibilities regarding Adult Discipleship Classes
- Provide administrative support for Small Group Ministry, Marriage Ministry, Men's Ministry,
- Provide administrative support for Pastoral Care and Prayer Ministries including Online Ministries
- Provide administrative support regarding Special Projects



Personal Characteristics

- Passionate about Christ, possessing a deep, growing relationship with Jesus with a servant attitude
- Authentic, humble, honest and relationship-building
- Healthy, maintaining a well-balanced personal lifestyle
- An evangelical, reformed and missional world-view
- Must agree with the Mission, Vision and Bylaws of Memorial Park Church

Tasks Include

- Assist with calendar reminders and alerts
- Set-up/registration for group events in Marriage Ministry, Re-Engage Class, Saturday Men's breakfasts, Support Groups, and Pastoral Care Events including Deacon Meetings, Deacon Retreats, and Annual Picnic
- Work closely with Communications Team to advertise classes and keep website up to date
- Creating forms and managing class/group registrations in Connect
- Checking/recording attendance, pulling reports and maintaining Teachers List
- Keeping track of finances for Discipleship Class materials
- Recruiting volunteers for assistance during Discipleship Hour
- Sorting through Rooted cards when Rooted is offered and maintaining an active list of Small Groups at MPC
- Maintaining records of those who have gone through Rooted and those interested in doing so
- Communicating to Small Group Leaders, Rooted Facilitators, Teachers, Facilitators and Support Group leaders; coordinating childcare support as needed.
- Compile and Track monthly Deacon Board reports, Visitation Team reports, Home Communion Team reports
- Print/distribute bi-weekly Intercessory Prayer Guides to the Intercessory Prayer Team
- Compile prayer requests on a weekly basis from the weekly invite card, prayer warrior group, and other sources and incorporate this into the pastoral care record.
- Administrative support in planning Prayer Vigils and seasonal devotionals.
- Maintain pastoral care record of deaths, marriages, births and other significant life events for follow up.
- Track hospitalizations for visitation and discharge follow up
- Assisting with coordinating funerals for both pastors – reserving spaces, confirming a/v, music, etc., helping create bulletin, recruiting elders/deacons for ushering and greeting as needed.
- Maintain online view tracking for all three livestream outlets.
- Track online participant information and attendance.
- Maintain ongoing record of homebound members and their address/care facility.
- Other tasks assigned.

Memorial Park Church

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