



MEMORIAL PARK CHURCH IS SEEKING A
ADULT DISCIPLESHIP ADMINISTRATIVE ASSISTANT

Purpose

To assist the Director of Family Life and Discipleship with specific administrative tasks as well as general administration in order to advance the mission of Memorial Park Church to Love People. Know Jesus. Live Transformed.

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
- 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

Position Status

- This is a PART-TIME NON EXEMPT position starting at approximately 10 – 15 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 and Men's Ministry as well as providing administrative support to Director of Family Life and Discipleship. This may include but is not limited to the following areas:

- Oversee administrative responsibilities regarding Adult Discipleship Classes (See Addendum for task list)
- Provide administrative support for Small Group Ministry, Marriage Ministry, and Men's Ministry
- 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:

- Scheduling and assigning rooms and resources
- Bulletin Announcements
- Work Closely with Communications Team to advertise classes
- Creating forms in Connect
- Pulling reports
- Teachers lists
- Checking attendance
- D/E of registrations
- Keeping track of finances for class materials
- Communicating to teachers and facilitators
- Childcare communications
- Recruiting Volunteers for Assistance during Discipleship Hour
- Maintaining an active list of Small Groups at MPC
- Sorting through Rooted Cards when Rooted is offered
- Maintaining Records of those who have gone through Rooted and those interested in doing so
- Communicating to Small Group Leaders and Rooted Facilitators
- Set up/registration, group, events for Marriage Ministry's Re|Engage Class
- Set up registrations/groups/events for Saturday Men's breakfasts and other class needs as they arise
- Communicating information to Communications Team for website

How to Apply

Email resume to Ryan Pietryga at rpetryga@memorialparkchurch.org

Memorial Park Church

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