



Job Title	Congregational Care – Administrative Assistant
Department	Administration
Location	Prince of Wales Campus
Band/Salary Range	TBD
HR Contact	Sue Reissner
Will Train Applicant(s)	Yes
Supervisor	MetCare Manager and Pastor of MetSeniors
Travel Required	No
Position Type	Part-Time
Date Posted	
Posting Expires	
Send cover letter & resume to	employment@metbiblechurch.ca

Position Summary

This is a part-time position, on site, supporting The Met's care and seniors' ministry. Weekly allocation between functions will vary.

Care and Seniors Ministry Support

Provides administrative support for the Seniors' and Congregational Care Ministries. This includes meetings and special event logistics and volunteer coordination as well as ministry-specific support such as assisting to organize funerals, shut-in visitations, and meal trains.

Job Duties

- Weekly Prayer Meetings with MetCare Manager.
- Purchasing supplies, organizing, and delivering Care Bags.
- Meeting with Benevolence inquiries and documenting notes from the meeting.
- Helping with Funeral Arrangements.
- Emailing invitations to Grief Share and preparing weekly supplies for Grief Share.
- Christmas Gift Bag Organization.
- Organizing prayer requests for Prayer Bulletin and follow-up.

Experience and education

Qualifications

- Proficient in Microsoft 365 programs.



- Is detail-oriented and able to work independently with strong organizational, interpersonal, written and oral English communication skills.
- Expresses a friendly, humble, gracious attitude; Seeks to go “above and beyond” for the sake of others.
- Proven success in maintaining extreme confidentiality and handle sensitive information.
- Experience with Church databases (e.g. Planning Center) is a plus.
- Alignment with the church’s vision, values, and faith statement.
- Completion of satisfactory background checks including police check clearance.

Reporting Relationship

Reports to the MetCare Manager and Pastor of MetSeniors.

Other

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.

Please email employment@metbiblechurch.ca with your CV and cover letter to apply. Should you require accommodation during the recruitment process, for example, because of a disability, please let us know. This position will remain open until a suitable candidate is found.

DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)