



MOUNT CALVARY CHURCH

Passionately Pursuing Christ

Ministry Assistant Job Description (Elizabethtown, PA)

Mount Calvary Church is excited to hire a part-time ministry assistant to join our church and staff team. As our church has grown and our ministries have expanded, the Elders see the benefit of hiring a ministry assistant who can help support our MCC church family and Staff. We are looking for a multi-tasker with excellent communication skills and an upbeat attitude.

Mount Calvary Church is a growing, mid-sized (500-600), non-denominational Bible church located in Lancaster County, Pennsylvania. As a church, we exist to lead people from all stages of life to passionately pursue Christ. This mission will apply to our ministry assistant as they partner with our pastors and staff.

Job Title: Ministry Assistant (Part-Time, 25 hours a week)
Supervisor: Executive Assistant
Works with: Pastors and Ministry Directors
Job Purpose: The Ministry Assistant will warmly welcome individuals calling or visiting the church office, weekly communicating important ministry information to the congregation, and provide support to our MCC Kids and MCC Student ministries.

Responsibilities:

Hospitality: Warmly greet guests in person in the church office, on the phone, and monitor the ministry email account.

Communication: Help write and produce various forms of regular communication to keep our congregation informed of important information. This includes communications such as weekly printed bulletin, Friday Reminder emails, and various ministry promotional items.

Ministry Support:

- Specifically assist ministry areas of MCC Kids and MCC Students with administrative tasks including, but not limited to, annual medical form collection or volunteer clearance filing, graphic creation, Upward support, and special event materials.
- Assist all staff by ordering and maintaining of general office supplies.
- Point of contact for majority of printed materials and/or schedule printer maintenance as needed with our contracted printer company.

Technology: Have experience and/or a willingness and ability to learn the different technology programs that we regularly use in our ministry including: Microsoft Office Suite, Slack, Mailchimp, Canva, Breeze Church Database, Cloversites Website Design, etc.

Team player: Work together with the entire church staff by attending weekly staff prayer times, monthly staff meetings, and helping with various church events.

Qualifications:

A personal relationship with Jesus that is devoted to God 's Word, sensitive to the leading of the Holy Spirit, and displays the godly character necessary to serve and lead others.

An active member or regular attender of Mount Calvary Church (willing to become a member).

A bachelor's degree with secretarial or office administration experience (preferred).

Mount Calvary Church reserves the right to update, revise or change this job description and related duties at any time.

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