

Site Administrator – East Toronto

One year contract (January – December 2020); 10 hours a week

About The Meeting House

We feel God is calling us into a new vision: Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House sites and expressions across Southern Ontario, and new Jesus Collective network, our desire is honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills and expertise and heart to this transformation! Check out our website for more details: www.themeetinghouse.com.

Role

The Site Administrator provides organizational and logistical support to the site, with a focus on communication, planning, and executing site-wide events and initiatives. This person will also provide overall administrative support to the site as needed.

Requirements

- Exemplify the leadership character qualities listed in 1 Timothy 3: 1-7
- Aligned with the message, mission, and ministry strategy of The Meeting House
- Strong administrative skills with a high attention to detail
- Ability to work independently, proactively, and flexibly
- Significant experience with MS Office (Word and Excel) and Google Docs; experience in Planning Center and Fellowship One an asset
- Excellent interpersonal skills

Responsibilities

- Download weekly service files and print program
- Support Lead Pastor with site communication, including program announcements, slides, social media (Facebook and Instagram), and email newsletter
- Oversee the compilation of the weekly order of service including supporting the volunteer team with Planning Centre support
- In collaboration with the Lead Pastor, plan, promote and organize volunteers for site wide events and initiatives
- Confirm the weekly Sunday site documents are gathered and shipped to Oakville
- Provide administrative support for Connect 101, The Meeting House 101, other TMHU and J-Term courses, and all site-wide events and initiatives
- Build and maintain the site calendar
- Schedule weekly hosts and WSP volunteers
- Work with the Connect Team and Lead Pastor to ensure visitor cards are processed and relational follow up occurs
- Deposit weekly offering

Additional Responsibilities

- In collaboration with Coordinators, ensure that volunteer security clearance requirements are up to date
- Train and support new Coordinators on screening/security clearance requirements, annual check off of Plan to Protect with appropriate volunteers, annual review of emergency/fire plan, help desk, email, Google Docs, etc.
- Submit Fresh Desk tickets when site supplies are running low
- Book event venues and submit certificate of insurance and payment requests
- Take and distribute minutes for Elder and Coordinator meetings
- Process site expense reports
- Procure and prepare communion elements and servers
- Other administrative support as needed

Relationships

Reports to: East Toronto Lead Pastor

Time Allocation:

Priorities based on an average work time of approximately 10 hours per week:

Sunday mornings	5% - 0.5 hours
Meetings (site meetings and one-on-ones)	15% - 1.5 hour
Administration, email, phone calls, and planning	80% - 8 hours

Hour allocation is strictly an approximation and should be used as a guide for time management rather than the letter of the law. Some weeks will involve more hours while others will prove to be lighter.

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.