



## Events & Rentals Manager

Status: Full-time hours, 14 month contract, March 1, 2022 through April 30, 2023

Working Days: Varied Monday – Saturday; events may take place in the evening; a spirit of flexibility is required

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### 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 parishes and expressions across Southern Ontario, our desire is to 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, expertise, and heart to this transformation! Check out our website for more details:

[www.themeetinghouse.com](http://www.themeetinghouse.com)

### Role

The Events and Rentals Manager leads this key revenue generating ministry with a balance of business and ministry; by developing and executing a solid revenue strategy, leading the team to provide great customer service to meet the overarching client expectations, and coaching the team to see their role as an opportunity to talk about our church and Jesus when appropriate opportunities arise.

### Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Maintain and model spiritually thriving relationship with Jesus
- Be an advocate for The Meeting House in all interactions with clients
- Professional, articulate, friendly, and punctual
- Excellent conflict management and negotiation skills, ability to problem-solve in high pressure circumstances
- Ability to delegate and provide guidance to staff
- Meticulous and conscientious attention to detail
- Excellent written and verbal communication skills
- Ability to multi-task
- Proficient using Microsoft Word, Excel, PowerPoint, and Google Drive
- Ability to work independently and in a team setting
- Must be physically fit to stand/walk for 8 hours; lift 30 lbs.
- Experience with VenueOps and Quick Books are considered assets
- Experience with AV tech is an asset

### Responsibilities

- Oversee the Events and Rentals ministry including the business and revenue strategy
- Oversee client acquisition, management, and retention
- Lead/participate in client meetings and events
- Coordinate all details related to external rentals and events
- Ensure clients are using the building in accordance with Meeting House Policies and procedures, and the Rental Agreement



- Develop the annual revenue and cost budgets and plans, and ensure the team meets the targets
- Ensure all financials are balanced each month, and regularly provide updates to the Finance Dept. on payments and all other finances linked to events (aging reports, late payments, deposits)
- Review and implement processes to streamline systems for event planning and execution as needed
- Provide management, feedback, coaching, and development to the Events and Rentals staff, freelancers and clients
- Set a standard of professionalism in all client interactions, while working to implement and maintain healthy balance for the Events and Rentals team
- Ensure all staff hours are utilized well, and always be looking for ways to streamline and gain efficiencies
- Proactively work with appropriate Oakville and cross-regional staff to ensure good communication is maintained between departments as we utilise shared spaces
- Ensure policies and procedures are up to date and legally compliant
- Ensure processes are documented and clear, maximizing use of technology
- Oversee Rentals website
- Act as Fire Warden in case of evacuation
- Other duties, as required

### **Relationships**

Reports to: Facilities Manager

Direct Reports: Events Coordinator and Events Administrator

### **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.

### **Hiring Statement**

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.

Successful candidates for this role must be fully vaccinated according to the Ontario Government definition.