

Administrator – Burlington

Contract through June 30, 2023

Part-time; 15-20 hours a week

Role

The Administrator ensures the programs and gatherings of The Meeting House Burlington continue to function in lieu of a new Lead Pastor being appointed. Once a new Lead Pastor is hired the Administrator will begin to hand off all of their duties to the Lead Pastor before finishing up their contract.

The Administrator also serves as the point person for the Burlington community in the absence of a Lead Pastor. This will involve directing people to the appropriate people or resources for them to be appropriately supported in this interim phase.

Requirements

- Fully aligned with the message, theology and mission of The Meeting House
- Maintain and model spiritually thriving relationship with God and passion for Jesus
- Proficient in written communication
- Know how to use (or willingness and ability to learn) G Suite, MailChimp, Canva, Social Media, Linktree, Fellowship One, and Planning Centre.
- Humble, open, and willing to learn about all aspects of ministry
- Servant-hearted and initiator
- Ability to work independently, proactively, and flexibly
- Excellent interpersonal skills

Responsibilities

- Weekly check-ins with Regional Lead Pastor for church-wide updates and practical support.
- Manage all communication channels to ensure the church is kept informed of everything happening within our Burlington church community and across TMH family of churches. This includes, but is not limited to:
 - Mailchimp - Sending weekly emails to the church with everything that is going on
 - Planning Centre - Creating the schedule for the Sunday gathering and having it printed for Sundays (you could have someone else print it if you aren't coming to any given Sunday)
 - Canva - Creating social media graphics of key items in the weekly email
 - Social Media - Creating graphics in Canva of key events that are happening in our community (or across our church) and posting them to Instagram
 - G Suite - Keeping relevant Google Docs/Sheets up to date that are located on our Linktree page.
 - Linktree - Updating our Linktree with new links as necessary.
 - Fellowship One - Locating people's information as necessary.
- Oversee all volunteer coordination to ensure everything continues to run.
 - Track with Kidmax Coaches and assist with scheduling and organising cover for people who drop out last minute.
 - Track with Connect Coordinator to assist with coordinating volunteers as required.
 - Track with Hospitality Coordinator to assist with coordinating volunteers as required.
 - Track with Music Coordinator to assist with coordinating music as required.
 - Track with the Compassion Team to support any Compassion initiatives the Team is desiring to launch.
 - Organise volunteer schedule for parts of Sunday service that don't have a coordinator:
 - Hosting
 - Notices

- Set-up
 - Tear-down
 - Livestream
- Track with the cleaner to ensure any questions are answered and that they are paid on time.
- Keep track of all spending by coordinators and other approved volunteers by keeping receipts and submitting them monthly to your manager.
- Create the weekly notices on Canva and send to the volunteer assigned to share the notices that Sunday.
- Create weekly reminder email for Burlington livestream with relevant graphics attached to the email.
- Create the weekly Burlington Livestream link on YouTube.
- Forward the Burlington weekly email to your manager so they are kept in the loop.
- Ensure reminder emails are being sent to those assigned a volunteer role for Sunday gatherings (this could be via the relevant coordinator, through Fellowship One, or manually by the administrator).
- Ensure the laptop for Sunday is fully loaded with all relevant slides and song lyrics.
- Ensure all volunteer security clearances are complete and up to date and there is full compliance to all requirements of our Plan to Protect Policy.
- Be the point person for the Burlington community for any questions, comments, or concerns and then direct them to the appropriate person within the community, or talk to the Regional Lead Pastor for support.
- Liaise with Landlord as required.
- Submit FreshDesk tickets as required for supplies (e.g. ordering communion packets monthly for our final Sunday of the month rhythm).
- Other responsibilities as required.

Relationships

Reports to: Regional Lead Pastor

Interested in the role? Email resumes@themeetinghouse.com