



Parish Administrator – Richmond Hill

Part-time; 10 hours a week contract through June 30, 2022

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

Role

The Parish Administrator provides relational, organizational and logistical support to the parish, with a focus on supporting parish communication, Kidmax volunteer management, and planning and executing community-wide events and initiatives.

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
- Exemplify the leadership character qualities listed in 1 Timothy 3: 1-7
- Strong administrative and organizational 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, Fellowship One, and email management systems an asset
- Excellent interpersonal skills

Responsibilities

- In partnership with the Lead Pastor and other ministry leaders, ensure logistics are taken care of for all parish wide gatherings (in person and online)
- In collaboration with the Lead Pastor, plan, promote and organize volunteers for community wide events and initiatives
- Provide administrative support for Connect 101, The Meeting House 101, other TMHU courses, and all community-wide events and initiatives
- In collaboration with the Lead Pastor, help to build and maintain the parish calendar
- Support all aspects of volunteer management for Kidmax as needed (ie. scheduling, security checks, applications)
- Facilitate parish-wide emails and other communications including social media
- Support local teaching and local lobby time, as needed
- Process parish expense reports
- Support with other administrative support, as needed



Relationships

Reports to: Interim Richmond Hill Pastoral Leader

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.