

Weekend Service Producer – East Toronto

Status: Part-time; 10 hours a week, including Sunday mornings

About The Meeting House

Who we are... The Meeting House is a church for people who aren't into church. Our mission is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers. We are one church that meets in many locations. On Sunday mornings we meet at 20 different locations across Ontario, and during the week at over 170 Home Churches. Check out our website for more details: www.themeetinghouse.com.

Where we are going... One church with many expressions! An exciting and transformative vision is emerging for our church that could further release us to turn outward and reach more people with the Good News of Jesus beyond our existing boundaries. We are reimagining what it would look like to be a church that is fully activated for mission – 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!

Role

The primary way people hear our message is by attending one of our weekend services. The effectiveness of these services and the teams that support them directly impacts people's ability to hear the message and consider its implications for their lives. The Weekend Service Producer is responsible to ensure all weekend service teams are effective in creating a welcoming, high quality and well-organized weekend service experience that is fully aligned with the vision and strategy of The Meeting House. The Weekend Service Producer will also provide administrative support to the Lead Pastor.

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
- Spiritual maturity and wisdom to oversee the growth and maturation of a group
- Strong leadership and the ability to effectively delegate tasks and responsibilities
- Strong people skills and an ability to effectively resolve conflict situations
- Ability to work independently, multitask, and adapt to constant change
- Strong administrative skills with an innate love of deadlines, spreadsheets, and check-lists
- Significant experience with MS Office (Word and Excel) and Google Docs; experience in Planning Center and Fellowship One an asset
- A thorough understanding of the various ministries of the local site

Weekly Responsibilities

- Serve as a key champion of unity and enthusiasm for our message, vision, and mission
- Download weekly service files and print program
- Gather details for the weekend service and produce a weekly service rundown and give a copy to Lead Pastor prior to Sunday
- Contact with each Coordinator to ensure their team is ready to serve
- Ensure Coordinators follow up with “no show” members from the previous weekend’s service
- Work with Coordinators to fill any anticipated volunteer gaps for the coming weekend
- Work with Volunteer Coordinator to anticipate, recruit and fill volunteer positions for teams
- Confirm the weekly Sunday site documents are gathered and shipped to Oakville
- Coordinate with Site Support any outstanding issues with gear
- Team Lead and Coordinate Counter Teams (scheduling, setting up training within the team) and deposit offering

Sunday Responsibilities

- Arrive before 8:00 am before the Set-up team
- Manage Set-up and Technical Team workflows during set-up
- Be the final “day of” trouble shooter for all set-up issues
- Ensure that the teaching/music theatre is set up in a timely manner for sound check
- Brief Lead Pastor on final rundown
- Ensure all volunteer teams are ready and on time for Volunteer Huddle
- Work with Coordinators to fill any “day of” gaps in their teams
- Be the “last one out” and ensure a smooth transition for our rental vendors
- In Lead Pastor’s absence, provide support for whoever is serving as the “face of the place”

Additional Responsibilities

- Participate in all Site Coordinator meetings
- Participate in cross regional meetings as required
- Provide administrative support to the Lead Pastor as needed
- Administrative responsibilities for the site (ie. volunteer clearances, expense reports)
- Liaise with Cineplex managers/staff regarding any requests, issues or additional needs
- Participate in coordination of special services (Renew, Christmas Eve, etc.) as needed
- Provide production support and organize technical equipment for Renew and Christmas Eve
- Communicate volunteer needs and participation level to Lead Pastor
- Monitor the maintenance of the site truck and trailer in partnership with Site Support
- Procure and prepare communion elements and servers as needed
- Support Lead Pastor with site communications, including announcement slides, email, and social media
- Train and support new Coordinators on screening/security clearance requirements, help desk, email, Google Docs, etc.
- Take minutes at Elder and Coordinator meetings and distribute after each meeting

Relationships

Reports to: Lead Pastor

Time Allocation:

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

Sunday mornings	50% - 4-5 hours
Meetings (site meetings, cross-regional meetings, one-on-ones)	10% - 1 hour
Administration, email, phone calls, and planning	40% - 4-5 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.