

# the meeting house

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## Compassion Manager

Status: Full-time contract

Duration: 12 to 16 months

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## 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 18 different locations across Ontario, and during the week at over 170 Home Churches. Check out our website for more details: [www.themeetinghouse.com](http://www.themeetinghouse.com).

Where we're 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 Compassion Manager co-leads the Compassion Ministry, working closely and collaboratively with their counterpart. Each Compassion Manager manages specific partners, programs, initiatives, and the necessary organizational and logistical support to implement initiatives across the organization.

## Requirements

- Fully aligned with the message, mission, and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well and to support the growth of a vibrant ministry
- Must be theologically aligned with the core values and beliefs of The Meeting House and our denomination, Be In Christ Church of Canada ([canadianbic.ca](http://canadianbic.ca)). Among other things, we are a peace church, believe in simplicity, and fully affirm both men and women in leadership
- Excellent relational skills, balancing the need to connect with people with the need to ensure projects and systems are organized and executed well
- Ability to work independently, multi-task, and adapt to constant change

- Ability to lead as part of a team of two
- Solid administrative and organizational skills
- Strong computer skills in MS Word, Excel, and Outlook, and ability to build effective systems
- Excellent attention to detail and strong capacity to provide feedback in relation to copy, visuals, video, etc.
- Contribute to a positive and effective team dynamic
- Experience with an international development or humanitarian not-for-profit with an understanding of global issues is an asset
- Familiarity with fundraising, event planning, and/or grant reviewing is an asset

### **Responsibilities**

- Oversee shared implementation of Compassion Team:
  - Goals and tactics for the upcoming ministry year.
  - Communication plan, ensuring Communications Team has current information, images, videos, and follows the Compassion Vernacular for social media, website, etc.
- Manage partner relationships and programs with a variety of organizations and individuals (World Vision Canada, the BIC Church of Canada, Christians Against Poverty, Extended Partners, etc.) as it relates to overarching agreements, ongoing campaigns/initiatives, project visits, future planning, and increased awareness of partnerships among staff and people attending The Meeting House, etc.
- Strengthen communication of Compassion Team's theme approach to staff and people attending The Meeting House, specifically implementing new initiatives to highlight and increase awareness of the Global Church theme.
- Collaborate with Communications Team and Site Support to ensure creation, sourcing, production, and distribution of cross-regional material to all locations in timely order.
- Collaboration with a variety of teams to intentionally include a variety of stakeholders in all initiatives (children, youth, young adults, volunteers, pastors, etc.).
- Manage the partnership assessment tool; further develop as necessary.
- Evaluate local agencies as part of the funding approval process.
- Develop resources for Local Site Compassion Coordinators on topics and partnerships for TMH and Jesus Collective.
- Manage travel logistics as it relates to learning teams or hosting guests with related partners.
- Execute the Repurpose campaign in support of Mennonite Central Committee Ontario.
- Support your counterpart in events that disciple and develop the Local Site Compassion Coordinators.
- Address compassion-related inquiries.
- Support other Compassion Team projects and special initiatives as required.

Leads alongside:      Compassion Manager

Reports to:            Ministry Manager