

Weekend Service Producer – Downtown Toronto

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

Context

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 180 Home Churches. Check out our website for more details: www.themeetinghouse.com.

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.

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
- The ability to identify and develop leaders
- Strong people skills and an ability to effectively resolve conflict situations

Weekly Responsibilities

- Serve as a key champion of unity and enthusiasm for our message, vision, and mission
- 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 Lead Pastor to anticipate, recruit and fill volunteer positions for teams
- Confirm the weekly Sunday site documents are gathered and handed to Site Pastor or Admin for mailing to Oakville
- Coordinate with Site Support any outstanding issues with gear
- Team Lead and Coordinate Door Opener and Counter Teams (scheduling, setting up training within the team)

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 auditorium is set up in a timely manner for music team sound check
- Brief Lead Pastor on final rundown
- Ensure entire set up and volunteer teams are ready for team meeting
- 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 need
- 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 renew services as needed
- Provide production support and organize technical equipment for renew and Volunteer Appreciation Night (MHVAs)
- 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

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.