



The Meetinghouse

Ridgebury Congregational Church

Meetinghouse Manager

Position Description

The Meetinghouse Manager shall strategically work directly with the Pastor, Music Director, Council, Collaborative Partners, and community, ensuring the implementation of program and mission, including the oversight of the office and coordination of campus events.

Essential Responsibilities

- Oversight of operations, in coordination with Buildings & Grounds and Finance, including scheduling of regular and emergency maintenance.
- Assist in the coordination of events (including, but not limited to, the copying of materials, advance registration, provision of food, registration, set up, technical support).
- Assist in uploads to website and broadcast emails.
- Copy weekly Orders of Service and other RCC materials, as needed.
- Maintain calendar.
- Maintain database.
- Maintain electronic files.
- Assist in office needs.

Qualifications

- Personal and/or professional experience with nonprofit and faith-based work;
- Experience in developing authentic relationships and working with a range of stakeholders;
- Demonstrated success in managing volunteer teams;
- Working knowledge of software, including but not limited to MS Office Suite.
- A love and concern for the larger community in which we live and serve.
- Demonstrated interpersonal skills, expressed through written/oral communication skills.
- Self-starter, with strong administrative and organizational skills.
- Demonstrated ability in either experience or education.

Working Conditions & Physical Demands

- Ability to sit at a desk and work on a computer.
- Ability to climb stairs of a 1760s Meetinghouse and Shields Hall.
- Ability to lift and carry up to 15-pounds occasionally when setting up for an event.

Accountability: The Meetinghouse Manager is accountable to the pastor. On-going training and support shall be provided by pastor, in consultation with Personnel.

Evaluation: Evaluation is an on-going process, with an annual evaluation provided jointly by the pastor and moderator, with input from board chairs. Annually, the Meetinghouse Manager shall recommend to the Pastor three to five goals. These goals shall be mutually agreed upon and attached to the position description, as well as open to change as need arises, and used in the annual review process.

605 Ridgebury Road Ridgefield, CT 06877

203.748.2806

Meetinghouse.life