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**Compassion Coordinator – Regional Sites** Working Days: Varies

Status:Volunteer

 Approx. 3-5 hours weekly / One Year Term

**Role**

The Compassion Coordinator assists The Meeting House in its goal of mobilizing people at the site level for regular involvement in local and global compassionate outreach.

**Primary Responsibilities / Tasks**

* The specific duties of this role vary slightly depending on size of site. Sites with more than 8 home churches are encouraged to have one/more Compassion Coach(es) who work with and report to the Compassion Coordinator. Each person on the team is designated a regional cluster of home churches and is responsible for Compassion Leaders in those groups.
* Work with Site Pastors
	+ Identify appropriate local community service organizations with which to partner;
	+ Identify site-wide compassion events and create an annual activity calendar;
	+ Identify appropriate ways to spend local compassion funds;
	+ Ensure each home church has a Compassion Leader;
* Identify and support the work of Compassion Coaches (if applicable)
* Support the work of Compassion Leaders in assigned regional cluster
	+ Visit each home church once a year (to connect, mobilize, share)
	+ Send a monthly email sharing compassion stories and communicating upcoming local and cross regional compassion events
	+ Gather all Compassion Leaders together for a Fall and Spring training and equipping session
	+ Track each home church’s compassion calendar
	+ Track serving opportunities available through local agencies and partners
* Participate in ongoing training for Compassion Coordinators
	+ Cross regional gatherings like Fall retreat and Spring training meetings
	+ Video conference calls (approx. 6 per year)
* Promote, support and coordinate cross regional local and global compassion as needed: EXCHANGE, MCC AIDS CARE, rePURPOSE, Africa Learning Team advocacy activities, World Vision Sunday, Peace Season, Christmas compassion activities etc
* Other tasks as required

**Qualifications**

* Enthusiastic leader with strong administrative and communication skills
* Passion, interest, and general awareness of local and global compassion

**Time Commitment – One Year**

It is anticipated that the role requires 3-5 hours/week but sites with more home churches may require more time. Certain seasons of year will be busier than others e.g. during AIDS CARE.

**Communication:** The Compassion Coordinator will be primarily supported by their Site Pastor and the Compassion Support Pastor. They will also be the communication link between local agencies and Compassion Leaders (and Coaches is site has more than 8 home churches) as necessary.