Role Description: *The Habit Coffee & Bakehouse Missional Lead*

**Role Summary**

This role will shape a front-line missional environment through means of creating a coffee culture marked by excellence, a hospitality culture defined by love of stranger and a team culture dynamically integrated with Urban Abbey Rule of Life.

This role will undertake the following broad categories of task fulfillment:

* Dynamic and visionary lead for *The Habit Coffee & Bakehouse*
* Manage day to day operations. Hours of Operation: 8am to midnight
* In cooperation with other team leads, develop clear pathways for movement from The Habit to other Urban Abbey environments
* Coordinate and spiritually nurture the volunteer team who will mobilize the deliverables for *The Habit* environment.
* Commitment to personal spiritual formation and grafting into the larger Urban Abbey team.

Direct Report is Lead Pastor: Scotland Morrison

**Purpose of the Role**

The purpose of this role is to ensure that The Habit functions as a healthy dynamic, doorway into Urban Abbey while also creating an industry-leading coffee house ethos.

* Both our customers and our volunteers are on a journey that needs to be directed towards God. This lead develops a volunteer environment that is relationship-based, incarnationally-styled and equipping oriented
* Developing growth plans for volunteers towards greater levels of management and leadership development
* Create the policies and procedures appropriate to encouraging the coffee, hospitality and team cultures indicative of Urban Abbey.
* Make friends with our neighbors
* Participate on the Urban Abbey Lead Team
* Provide excellence in fiscal and resource management
* Source local product wherever possible with emphasis on organic options
* Stay informed about advancements and best practices in the coffeehouse field
* Develop collaborative relationships with peers in other coffeehouses in Thunder Bay

**Performance Measurements**

The primary measurements of performance excellence for this role are:

* Personal commitment to the spiritual practices of the Abbey
* The Urban Abbey Rule of Life being integrated into The Habit[[1]](#footnote-1)
* The volunteer base remains consistent and energized
* Harmoniously working with other ministry teams in the Abbey
* The Habit encouraging the flourishing of all other Abbey environments
* The Habit’s brand awareness in the city
* Price points and purchasing demonstrating profitability

**Expectations that Accompany this Role**

* meeting expectations that are stated within the “Purpose of the Role” section
* hours that flex outside of a regular work week – i.e. some work is done on week-ends
* training staff at all levels of engagement within the volunteer spectrum
* responsibility for volunteer and staff competency
* attend staff meetings and be prepared to support staff with loyalty and confidentiality
* attend two prayer meetings daily
* flexibility to jump in and help wherever urgent needs arise
* willingness to accommodate other tasks as necessary
* desire to see this role deepen as your own knowledge of your competence within this role and the needs of the Abbey become evident.

**Resources to Assist Integration with Urban Abbey Culture[[2]](#footnote-2)**

* Urban Abbey Rule of Life
* Urban Abbey Vision, Mission and Value Statements
* Urban Abbey Constitution

**To Apply**

Please send resume and cover letter to admin@urbanabbey.ca

Please sign below to indicate that you have read and are willing to abide by the Urban Abbey Rule of Life.

Please also sign below to indicate that you are in agreement with this Role Description and will to the best of your ability undertake to fulfill it. Thank You.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the details of this

Role Description and I am happy to undertake it.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Personal Signature Please

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Urban Abbey Rule

of Life and I am willing to live into its values and ethos.

1. Urban Abbey culture is best represented in the Urban Abbey Rule of Life. Please ensure that you have read a copy of this document and are in agreement with it. [↑](#footnote-ref-1)
2. http://www.urbanabbey.ca/what-we-believe/ [↑](#footnote-ref-2)