

Small Group Coordinator Position Description

Title: Small Group Coordinator

Department: Small Group

Classification: PT Support Non-Exempt Staff

Reports to: Associate Pastor

Supervises: Small Group Leaders

Updated: 2019

Hours: 15 hours per week

PURPOSE

To create an environment of support for small groups and their leaders to be successful, which may include facility set-up, advertisement, recruitment, curriculum development, and other encouragement.

QUALIFICATIONS

1. Testimony of faith in Jesus Christ as Savior and Lord, and evidence of a desire to live a consistent Christian life
2. Mature Christian character
3. Excellent communication skills, both written and verbal
4. Able to function well as a team player, able to work well with others.
5. Has significant relational intelligence.
6. Is able and willing to work with individuals with patience and grace.
7. Is inclined to look for ways to help as opposed for looking for ways to say "no."
8. Is able to comprehend the big pictures of a ministry and able to develop methods to effectively manage the parts of the whole.
9. Is a finisher, able to see projects and tasks to the end and able to address the details needed in successful completion.
10. Demonstrates ability to perform routine office functions effectively and efficiently.
11. Demonstrates sufficient administrative ability for the position
12. Personal computer skills using Microsoft Office products; willingness/aptitude for learning to use church management software.
13. Able to quickly learn new programs and platforms.
14. Unreserved commitment to the vision, purpose, and values of Constance Free Church

RESPONSIBILITIES

1. Small Group Coordination – 9 hours
 - a. Administration, set up, advertising, recruiting and forming of Small Groups. Support of each Small Group and Leader as needed.
 - b. Assists Associate Pastor in planning, organizing and administrating leader training events and Small Group events
 - c. Follow-up as necessary with individuals interested in or participating in Small Groups, help them to build connections
 - d. Assists in producing weekly Small Group curriculum as time and gifting allows.
 - e. Collecting, reporting, and updating membership information for Small Groups and Women's Bible Studies.
2. Women's Bible Study Administration – 4.5 hours
 - a. Administrates Women's Bible Studies, assisting in purchasing curriculum, advertising new groups, recording and reporting group membership.
 - b. Monthly communication to leaders both Small groups and WBS per Pastor or Coach.

- c. Assists in creating, editing, and updating church and community wide communication material as needed.
- d. Schedules resources for events and meetings, resolves conflicts over times and locations
- e. Communicating childcare needs related to Small groups and WBS groups and events to Nursery Coordinator
- f. Maintain study resources for leaders to borrow for group use, both small group and WBS
- g. Process membership requests for *RightNow Media*
- 3. Associate Pastor Administration – 1.5 hours
 - a. Attend and particulate in staff training and events. Support of current initiatives.
 - b. Annual planning for ministry budgets and monthly reviews/ reporting of overview budget for ministries assigned by Associate Pastor.
 - c. Various tasks assigned by the Associate Pastor – annual planning, teaching schedule maintenance, meeting support as required

RELATIONSHIPS

Reports directly to Associate Pastor and works in team with all Ministry and Support Staff
