



# Small Group Coordinator

**DEPARTMENT**

Small Group Ministry

**ACCOUNTABLE TO**

Discipleship Pastor

**POSITION**

Volunteer

**SPIRITUAL GIFTS**

Administration

**TALENTS/ABILITIES DESIRED**

Able to manage others; Able to learn and utilize computer databases

**PERSONALITY TRAITS**

Dependable; Organized; Self-Sufficient

**PASSIONATE ABOUT**

Helping people get connected to the Body of Christ; Helping other leaders to reach higher standards

**LENGTH OF COMMITMENT**

One month trial period, then assess future commitment

**MEETINGS/TRAINING**

Open, frequent communication with Discipleship Pastor; participation in Small Group leadership meetings/trainings

**ROLE SUMMARY**

The Small Group Coordinator offers administrative support to the Discipleship Pastor. The Coordinator will work to improve the overall efficiency of the ministry, and the ability for those interested in Small Groups to make quick, positive connections.

**TIME COMMITMENT**

1) **Preparing for/Doing Ministry:** Up to 5 hours per week

**RESPONSIBILITIES**

- 1) **Leader Accountability:** Check in with leaders/coaches who have not submitted reports about their group(s).
- 2) **Materials:** Maintain proper materials for Small Groups/Supergroups at Connecting Point, in meeting places, and on website.
- 3) **Small Group Interest:** Follow up with those who show interest in Small Groups, communicate with Joe those who have failed to find placement.

**OTHER DUTIES**

- 1) Offer additional support to Discipleship Pastor during Small Group emphases.
- 2) Pray for Small Group ministry, including leadership, groups, and those looking to be connected.

*Role Description Disclaimer:* The statements in this description are intended to describe the essential/non-essential nature and level of work performed by Small Group staff and/or volunteers assigned to this role. They are not intended to be an exhaustive list of all duties/responsibilities. Other duties/responsibilities may be assigned with due notice and agreement of the undersigned.

I understand the above information, and agree to take on the role specified:

Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Discipleship Pastor: \_\_\_\_\_ Date: \_\_\_\_\_