



**JOB TITLE: Groups Minister**

**JOB TYPE:** Full Time (Salary)

**REPORTS TO:** Executive Minister

**PURPOSE STATEMENT:** The Groups Minister is a strategic point leader who carries the primary responsibility to create a vision and implement strategies to connect people in groups for the purpose of discipleship.

**STAFF EXPECTATIONS:**

1. Live committed to our mission of **“LOVE JESUS. LOVE LIKE JESUS.”**
2. Abide by the First Church Policies and Procedures Handbook.
3. Regularly attend Sunday services at a First Church campus.
4. Be committed to our community and culture.
5. Be in agreement with our doctrine, mission and values.
6. Be able to lead and thrive in a team-based environment
7. Be a contributor to the team spirit of the staff through fellowship, encouragement, cooperation and prayer.

**GENERAL RESPONSIBILITIES:**

1. Work with a recruited volunteer team to carry out the group ministry responsibilities, seeking ways to “give away ministry”.
2. Effectively seeks, recruits, and trains up group leaders.
3. Execute an effective process of connecting people in groups for the purpose of discipleship.
4. Evaluate all aspects of the groups ministry and makes necessary adjustments to insure the maximum impact.
5. Plan and execute events for the purpose of training leaders and connecting people in groups.
6. Produce weekly small group study guides that correlate with that week’s sermon.
7. Produce weekly correspondence with leaders for ongoing communication and training.
8. Manage the annual Groups Budget.

**QUALIFICATIONS:**

1. 5+ Years Experience in ministry with specific experience of developing leaders.
2. A mature, growing believer with a clear understanding of the Gospel.
3. Effective communication skills.
4. Can manage multiple priorities.
5. Teachable, responsive, respectful and can adapt to First Church.

**WORK SCHEDULE:** Ministry is not, and should not, be a “9 to 5 office position.” This position requires flexibility in schedule and a commitment to be available to staff during the day and available during the evening. Obviously boundaries are encouraged and required, for personal and family health. The staff of First Church is committed to team ministry that pursues excellence with an attitude of “whatever it takes to get the job done.” Therefore, additional time may be required outside of regular hours and normal schedules.