



### JOB DESCRIPTION

**Position:** Small Group Coordinator

**Reports to:** Small Group Pastor

**Position Status:** Regular Full-Time Exempt

**Department:** Small Groups

**Effective:** February 2012

**Replaces:** All Previous

**Position Number:** RC-12-12

**Posting Date:** February 24, 2012

**1<sup>st</sup> Closing Date:** March 2, 2012

### Position Summary:

The Small Group Coordinator is responsible for shepherding, overseeing and managing a designated area of Small Group Area Leaders. In addition, the individual will assist in developing healthy small groups where people are growing deeper in their relationship with God and others while serving in their community to bring Pervasive Hope to our city and world. Incumbent will report directly to the Small Group Pastor.

### Job Responsibilities and Duties:

1. Monitors the health of small groups through Area Leader interaction, Spiritual Health Assessment and leadership reports.
2. Serves as shepherd and mentor to Small Group and Area Leaders.
3. Meets with assigned Area Leaders monthly to ensure they are fulfilling job requirements and communicating with their leaders. Provides counsel and resolves issues within small groups as needed.
4. Responsible for the development of high capacity volunteers, their job descriptions, placement and affirmations.
5. Identifies and recruits new Small Group Leaders and assists in their training and development.
6. Assists with new and ongoing Small Group Leadership Trainings, Meetings and Events (preparation, curriculum, format, scheduling, etc)
7. Attends weekly meetings, periodic trainings and/or retreats with small group staff; meets 1-1 with Small Group Pastor on a monthly basis.
8. Implements Rock Governance into meetings and ensures Area Leaders are also using the Governance with their Small Group Leaders.
9. Collaboratively develops, researches and recommends Small Group curriculum.
10. Manages Small Group attendance records and follows up with inquiries on Small Group Reports.
11. Follows up on phone call and email inquiries for Small Groups.
12. Assists in scheduling and maintaining master calendar for Small Group Ministry; including regular leadership meetings, trainings and events.
13. Plans and executes small group promotion details (promotion requests, inserts, bulletin copy, room reservations, Rock TV, e-News, Facebook, etc.)
14. Responsible for composing, editing, printing and mailing of small group letters, newsletters, and invitations.
15. Serves at the small group table during weekend services as needed.

### **Job Skills and Requirements:**

1. One to two years of administrative work preferred.
2. Regular member of a Small Group for at least 1 year.
3. Spiritually mature and wholeheartedly pursues a deeper relationship with Christ.
4. Ability to develop, disciple and encourage Small Group Area Leaders, Leaders, volunteers and staff.
5. Preferably at least one year of experience leading a Small Group or equivalent ministry experience.
6. Strong organizational skills and the ability to execute multiple projects simultaneously.
7. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
8. Must possess strong communication skills
9. Ability to complete projects and meet deadlines.
10. Excellent Microsoft Outlook, Word and Publisher skills, proficient in Microsoft Excel and PowerPoint, with strong typing skills (45 wpm).
11. Ability to take the initiative in researching, proposing, and implementing new ideas and methods for an effective small group ministry.
12. Must possess strong writing and proofing skills.
13. Flexible in nature to handle other duties and special projects as needed.
14. Experienced in conflict resolution; uses discernment to identify and maintain confidentiality as appropriate.
15. Ability to think clearly under pressure.
16. Self-starter with the ability to work independently or in a team-oriented environment.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Small Group Pastor.

**Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

**Employment At-Will:**

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.