



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Small Group Pastor**
Reports to: **Pastor and Chief Strategy Officer**
Position Status: **Regular Full-Time, Exempt**

Department : **Small Groups**
Effective: **October 2011**
Replaces: **All Previous**
Position Number: **RC-37-11**
Posting Date: **October 25, 2011**
1st Closing Date: **October 31, 2011**

Position Summary: The Small Group Pastor is responsible for casting and communicating vision and inspiring participation of staff and volunteer leaders in the area of small groups. The Small Group Pastor is also responsible for designing and implementing a small group strategy that supports the Do Something Life model and touches all areas of ministry at the Rock. The Small Group Pastor will work under the direct supervision of the Pastor and Chief Strategy Officer.

Job Responsibilities and Duties:

1. Responsible for the design and development of a small group model that supports Do Something Life across all departments and Multi-Site locations.
2. Participates in the Central Leadership Team providing support, guidelines, curriculum and consulting to Multi-Site locations.
3. Responsible for the growth of the Small Group ministry ensuring the fulfillment of the goals and objectives of the Rock's Strategic Plan.
4. Develops a strategy to recruit, train and spiritually develop small group staff and small group leaders.
5. Responsible for conducting leadership meetings and Small Group training events.
6. Identifies the goals and desired results of the impact of the small group ministry and ensure that the small group ministry is moving members towards these goals.
7. Develops a Do Something World Small Group strategy that focuses groups on serving their community.
8. Works with ministry departments in the development of small group goals.
9. Provides monthly reports to the Pastor and Chief Strategy Officer on the effectiveness of the small group ministry in fulfilling its goals.
10. Ensures that the day-to-day operation of Small Groups is conducted in a manner that will honor God, ensuring the highest ethical standards.
11. Shepherds, guides and leads Small Group staff, volunteer leaders and volunteers.
12. Assures that Small Group ministry leaders are working effectively and maintaining cooperative, supportive and productive relationships.
13. Researches, implements and at times design (write) curriculum used by group leaders.
14. Provides biblical guidance and counseling as needed.
15. Responds to the Small Groups and congregation in a manner that authenticates our role as servant leaders in the community and the Rock Church.
16. Attends and participates in weekly small group team meetings, regular pastoral team and central team meetings.
17. Required to execute the Rock's Governance System and support the People First Initiative.
18. Serves as a support staff for weekend services.

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 Pastor and Chief Strategy Officer.

Job Skills and Requirements:

1. Bachelor's degree in theology/ministry or at least one year of Christian ministry and pastoral experience.
2. Seven to ten years of experience in the Small Group Ministry area with three years of management and supervision of staff.
3. Demonstrates a passion for Small Groups.
4. Ability to use good judgment.
5. Experience in conflict resolution.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Knowledge of strategic planning principals and methodologies.
8. Knowledge of business model development and preferred business practices and processes.
9. Demonstrates the ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
10. Must be self-motivated and able to take a task or project through completion.
11. Excellent communicator: must be able to articulate clearly both in spoken and written form.
12. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers.
13. Demonstrated ability to research, produce answers and give clear direction.

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's Governance System.
4. Successful completion of a background 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.

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 and 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.