



ROCK
CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Small Group Project Coordinator**

Reports to: **Small Group Pastor**

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

Department : **Small Groups**

Effective: **January 2010**

Replaces: **All Previous**

Position Number: **RC-05-10**

Posting Date: **January 20, 2010**

1st Closing Date: **January 27, 2009**

Position Summary:

The Small Group Project Coordinator is a self motivated, self starter who is able to work successfully within a team as well as with minimal supervision. Individual is responsible for the planning and execution of all Small Group Ministry Trainings, Leadership Meetings and Events. Also assists in the oversight of all Rock Small Groups. Reports directly to the Small Group Pastor.

Job Responsibilities and Duties:

1. Works closely with the Small Group Pastor and Area Coordinators.
2. Contributes to the growth of the Small Group ministry, ensuring the fulfillment of the goals and objectives of the Small Group Ministry Strategic Plan.
3. Assists Area Coordinators in monitoring the health of small groups through Coach interaction, Spiritual Health Assessment and leadership reports.
4. Meets with coaches and mentors as needed.
5. Organizes and facilitates monthly huddles with Coaches.
6. Serves as shepherd and mentor to Small Group Leaders and Coaches as needed.
7. Meets with small group leaders to provide counsel and resolve issues within small groups as needed.
8. Trains and spiritually encourages with Biblical guidance.
9. Ensure there is ongoing training to increase the effectiveness and development of small group leaders.
10. Identify the goals and desired results of the impact of the small group ministry and assist the small group ministry in moving toward these goals.
11. Participates in the day-to-day operation of Small Groups in a manner that will honor God, ensuring the highest ethical standards.
12. Helps schedule and maintain master calendar for Small Group Ministry; including regular leadership meetings, trainings and events.
13. Coordinates small group promotion details (promotion requests, inserts, bulletin blurbs, room reservations, Rock TV).
14. Helps plan and execute small group promotion details (promotion requests, inserts, bulletin blurbs, room reservations, Rock TV)
15. Coordinates new and ongoing Small Group Leadership Trainings, Meetings and Events (preparation, curriculum, format, scheduling, etc); attends all trainings, meetings and events.
16. Responsible for the development of high capacity volunteers, encouraging and placing them into roles that effectively utilize their God-given gifts.
17. Writes content for leadership letters, newsletters, small group mailings, etc as needed.

18. Responsible for composing, editing, printing and sending out of small group letters, newsletters, and invitations
19. Assists with the planning, organization and communication of regular events for small group leaders/members to share their faith, serve and Do Something in the community.
20. Identifies new small group leaders and assists in their training and development as needed.
21. Attends selected trainings and/or retreats with small group staff.
22. Attends and participates in weekly small group team meetings.
23. As needed, serves at the small group table during 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 Small Group Director.

Job Skills and Requirements:

1. Demonstrates spiritual maturity and proven ability to Biblically guide others.
2. Ability to develop, disciple and encourage Small Group Coaches, Leaders, volunteers and staff.
3. Regular member of a small group for at least 2 years.
4. Preferably at least one year of experience leading a Small Group or equivalent ministry experience.
5. Strong organizational skills and the ability to execute multiple projects simultaneously.
6. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
7. Must possess strong communication skills
8. Ability to complete projects with tight/short deadlines
9. Excellent Microsoft Outlook, Word and Publisher skills
10. Proficient in Microsoft Excel and PowerPoint.
11. Ability to take the initiative in researching, proposing, and championing new ideas and better methods for an effective small group ministry.
12. Pleasant, professional personality and appearance.
13. Flexible in nature to handle other duties and special projects as needed.
14. Experienced in conflict resolution; 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.
17. Strong typing skills (45 wpm)
18. Must possess strong writing and proofing skills.

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 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.

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